

# COURT OF CRIMINAL APPEALS

## District Clerk Electronic Filing Procedures

(Effective November 1, 2017)

**We are no longer requiring paper copies for records filed electronically, excluding those filed in death penalty cases. All records pertaining to a death penalty case will be required to be sent in paper form. This includes direct appeals, Article 11.071 writs, DNA appeals, etc.**

- Please use the following name format:

LastName\_FirstName\_TrialCourtCounty\_TrialCourtCase#\_CR.pdf

or

LastName\_FirstName\_TrialCourtCounty\_TrialCourtCase#\_SuppCR.pdf

- If the record contains multiple volumes, the record must be transmitted in a one file PDF and bookmarked accordingly. Each volume must adhere to the 500 page rule [Appendix C 1.3(b)]
- If the file size exceeds 100 MB, the record must be divided and transmitted separately.
- If the record is divided please add Part 1 of 2, Part 2 of 2, etc.:

LastName\_FirstName\_TrialCourtCounty\_TrialCourtCase#\_CR\_Part 1 of 2.pdf

- **The record must be in PDF text searchable format and properly indexed and bookmarked accordingly. [Appendix C 1.2(a) and (b)]**
- **Records received that are not in the proper format will be rejected.**
- Original exhibits, video or audio files should be transmitted only at the request of this Court or by order of the trial court.
- *11.07 Writs of Habeas Corpus*, please prepare the Clerk's Record in the following order [see T.R.A.P. Appendix C] for **all** records, both electronic and paper records:
  - 1) Cover page – the cover page must have “ELECTRONIC RECORD” at the top of the page and should be page 1 [T.R.A.P. Appendix C 1.1(e)]
  - 2) Writ Summary Sheet [T.R.A.P. Appendix F]
  - 3) Table of Contents
  - 4) Indictment
  - 5) Judgment
  - 6) Plea Papers (if any)
  - 7) Application for writ of habeas corpus
  - 8) Attachment/appendix/memorandum/exhibit, etc. to the application
  - 9) State's Response (if any)
  - 10) Trial Court's Findings (if any)
  - 11) Affidavits ordered by the trial court in response to the writ
  - 12) Other Items listed in T.R.A.P. Rule 73.4(4)
  - 13) All other documents filed in association with the writ can be added chronologically by filed date
- *11.07 Writs of Habeas Corpus Supplemental Clerk's Records* must include a cover page, index, and otherwise prepared in accordance with the rules.