

PROCEDURE FOR FILING EMERGENCY PLEADINGS
IN THE COURT OF CRIMINAL APPEALS
SEEKING RELIEF IN DEATH-PENALTY EXECUTION CASES OR
OTHER EXTRAORDINARY EMERGENCY MATTERS

In the event that an emergency filing is necessary, a filer must follow the steps listed below:

(FOR ATTORNEY FILERS)

1. A filer must first telephone the Clerk's Office of the Court of Criminal Appeals between 8:00 a.m. and 5:00 p.m. at (512) 463-1551, to inform the Clerk that he or she will be sending an emergency pleading through the EFileTexas system.
2. Should the Court require paper copies of the pleading, it will notify the filer of that fact through the EFileTexas system, and the filer must provide the requisite number of copies to the Court of Criminal Appeals Clerk's office by 9:30 a.m. Central Time the next business day.
3. Regardless of whether it accepts the pleading for review on an emergency basis, the Court will notify the filer of its decision through the EFileTexas system.

(FOR NON-ATTORNEY AND PRO SE FILERS)

1. The filer must first telephone the Clerk's Office of the Court of Criminal Appeals between 8:00 a.m. and 5:00 p.m. at (512) 463-1551, to inform the Clerk that he or she will be sending an emergency e-mail pleading. Pleadings sent by e-mail may not exceed 5MB.
2. Non-attorneys and pro se litigants may e-mail an emergency pleading by clicking the e-mail link [CCA Emergency E-Mail](#) and attaching the pleading. In the e-mail, the filer must include his or her name, address, and telephone number. A filer using the e-mail filing system must also e-mail the pleading to all those who must be served under TEX. R. APP. P. 6.3 or any other applicable rule.
3. A non-attorney or pro se filer utilizing the emergency e-mail filing system will be notified by the Clerk of the Court of Criminal Appeals or the Clerk's designated agent that the pleading has been received. A representative of the Court will then present the pleading to the duty judge who will then decide whether to accept delivery of the pleading on an emergency basis pursuant to TEX. R. APP. P. 9.2(a)(2). The filer will thereafter be notified by e-mail of the judge's decision. If the pleading is not accepted for review on an emergency basis, it will be filed and reviewed pursuant to the normal course of business.
4. Regardless of whether the Court accepts the pleading on an emergency basis, the filer must send the pleading in standard paper format, with the required number of copies, to the Court of Criminal Appeals Clerk's office by 9:30 a.m. Central Time the next business day.