

COURT OF CRIMINAL APPEALS

District Clerk Electronic Filing Procedures

(Effective January 28, 2025)

All writ records must be filed electronically, including those filed pursuant to Article 11.071. Records pertaining to a death penalty direct appeal cases will be required to be sent in paper form. This includes direct appeals, 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
 - 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.

For additional information, please see Texas Rules of Appellate Procedure 34, 35, 73 and Appendix C