

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, appendix, and otherwise prepared in accordance with the rules.