

Seventh District Court of Appeals

Internal Operating Procedures

1. Court's Physical Address: Seventh Court of Appeals, 350 SE 6th Avenue, Suite 2C, Amarillo, TX 79101
2. Court's Mailing Address: Seventh Court of Appeals, P.O. Box 9540, Amarillo, TX 79105-9540
3. Telephone number: (806) 342-2650
4. Website address: www.txcourts.gov/7thcoa
5. Names of Justices: Chief Justice Judy C. Parker, Justice Lawrence M. Doss, Justice Alex Yarbrough, and Justice Laura A.W. Pratt
6. Clerk and General Counsel: Bobby Ramirez; Chief Deputy Clerk: Rhonda Silverman
7. Jurisdiction: The Court's jurisdiction includes Potter (seat), Armstrong, Bailey, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Floyd, Foard, Garza, Gray, Hale, Hall, Hansford, Hardeman, Hartley, Hemphill, Hockley, Hutchinson, Kent, King, Lamb, Lipscomb, Lubbock, Lynn, Moore, Motley, Ochiltree, Oldham, Parmer, Randall, Roberts, Sherman, Swisher, Terry, Wheeler, Wilbarger, and Yoakum.

Technology

The Court subscribes to LexisNexis and Westlaw.

Appellate Mediation

The Court does not have a structured program for appellate mediation. Requests for abatement or continuance so mediation can take place are generally granted.

Fees

1. Appeal: \$205
2. Original Proceeding: \$155
3. Motion for Rehearing: \$15
4. All Motions other than for Rehearing: \$10
5. Certified copy including certificate and seal certification: \$1.00 per page, \$5 minimum
6. Comparing and certifying copy of document: \$1.00 per page, \$5 minimum
7. Response to any type of Motion: None
8. Exhibits tendered for oral argument: \$25
9. Standard Paper Copy of Document without Certificate or Seal: \$.10 per page plus postage

Miscellaneous

For more information refer to the court's website: <http://www.txcourts.gov/7thcoa> or call the clerk's office at 806-342-2650.

PROCEDURE	WHAT AND HOW TO FILE	HOW HANDLED	COURT'S PARTICULAR PRACTICES	SPECIAL NOTES
E-Filing	<p>Effective January 1, 2014, all attorneys in civil and criminal cases are required to file all documents with the Court through the eFileTexas.gov electronic filing system.</p> <p>Parties not represented by an attorney may e-file documents, but e-filing is not required.</p>	<p>All filers should consult the Redaction Guidelines found on the Supreme Court's website and Rules of Appellate Procedure 9.8, 9.9, and 9.10.</p>	<p>A filer who e-files a document must comply with Rule of Appellate Procedure 9.2(c) and the Statewide Rules Governing Electronic Filing</p>	
Record	<p>Clerk's and Court Reporter's records must be filed electronically and must conform to Appendix C of the Texas Rules of Appellate Procedure. The record must be submitted through the TAMES Records Submission Portal (RSP).</p>	<p>Except in accelerated appeals, first motions to extend for 30 days or less are generally handled by the clerks.</p> <p>Each extension may not exceed 30 days in an ordinary appeal or 10 days in an accelerated appeal. TEX. R. APP. P. 35.3(c). In parental termination and child protection cases, extensions may not exceed 30 days total. TEX. R. APP. P. 28.4(b)(2).</p>	<p>The record is available to attorneys of record by utilizing the Attorney Portal on the court's website.</p> <p>See www.texas.gov/7thcoa</p> <p>Sealed Records will not be available on the Attorney Portal. Sealed records will only be available by order of the Court.</p>	<p>Notices of Appeal, information sheets, extension requests and monthly court reporter reports should also be filed through the RSP.</p>
Motions	<p>E-filed: No Paper Copies</p> <p>Paper: Paper only permitted for pro se filers.</p>	<p>Motions are ruled on by the Court. Motions will be held 10 days unless a certificate of conference shows the motion is unopposed, it is an emergency, or it requests an extension of time to file a brief. TEX. R. APP. P. 10.3.</p>	<p>The clerk may grant a first motion for extension of time for up to 30 days to file a brief. Further requests for an extension will be submitted to the court.</p>	<p>Motions are considered on a daily basis.</p>

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Briefs	<p>See e-filing requirements, Rule of Appellate Procedure 9.4(j).</p> <p>E-filed: No Paper</p> <p>Copies Paper: Paper only permitted for pro se filers.</p>	<p>The Court will review briefs for compliance with Rules of Appellate Procedure 9 and 38 and may direct compliance or supplementation.</p>	<p>The Court follows the Texas Rules of Appellate Procedure.</p> <p>Electronic features: It is useful for the bookmarks in electronic briefs to list each section and heading in the brief and each item in the appendix. Hyperlinks from citations in the brief to items in the appendix are also useful.</p> <p>Appendix: Appendix should include the items required by Rule of Appellate Procedure 38.1(k)(1).</p> <p>In a civil case, the Court prefers that parties be referred to by their names as opposed to Appellant or Appellee. If last names are all different, use those. If there are multiple parties with the same last name as is common in family law cases, use first names throughout once the parties have been identified.</p> <p>The Court prefers a one or two sentence issue. Do not re-number or rename issues in the body of the brief; keep them consistent to avoid confusion. A statement of the standard of review is not required but is helpful.</p> <p>Summary judgment briefs should present separate analysis of traditional and no-evidence motions.</p>	<p>All filers should consult the Redaction Guidelines found on the Supreme Court's website and Rules of Appellate Procedure 9.8, 9.9, and 9.10.</p>
Oral Argument	<p>A request for oral argument must be noted on the front cover of the party's brief, and the party may include a statement regarding oral</p>	<p>The Court generally grants 20 minutes per side, and a 5-minute rebuttal for Appellant. Parties are notified of the justices on the panel when a submission notice</p>	<p>The Court grants or denies oral argument under the guidelines of Rule of Appellate Procedure 39.</p>	<p>Handouts are preferable and placards are fine if large enough for all to see during argument.</p> <p>Power point or a sign board may be</p>

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	<p>argument in the body of the brief. <i>See</i> TEX. R. APP. P. 38.1(e), 39.7.</p> <p>A party's failure to request oral argument on the front cover or in the body of the brief waives the right to argue. If the request is inadvertently omitted, it is proper to file a motion requesting argument promptly after discovering the omission.</p>	<p>letter is mailed at least 21 days before argument.</p>		<p>useful for key words in a statute or a controlling authority.</p> <p>If you are going to attempt to use technology, provide handouts as a back-up in case of an equipment malfunction. Remember that fiddling with visual aids can be distracting and can take away from the short time available during oral argument. Notify the Court no less than 5 days before arguments.</p> <p>The Court generally does not set cases for oral arguments during June, July and August except in emergency situations and transfer cases.</p>
Opinions		<p>The Court has undisclosed internal guidelines for drafting and circulating opinions.</p>	<p>The Court releases opinions on any business day.</p>	
Motions for Rehearing	<p>E-filed: No Paper Copies</p> <p>Paper: Paper only permitted for pro se filers.</p>	<p>Motions for rehearing are initially circulated to the author, who considers the motion and makes a recommendation to the panel.</p>		
Original Proceedings	<p><i>See</i> e-filing requirements.</p>	<p>Once filed, an original proceeding is immediately assigned a panel and author. All justices on the panel are immediately provided copies of the petition after it is processed by the clerks.</p> <p>If a motion requesting emergency relief is also filed, it is circulated immediately and dealt with as soon as possible.</p> <p>Because of an inherent delay in a document being uploaded to an electronic service provider and</p>		<p>Indigent inmates must comply with the filing requirements of Chapter 14 of the Civil Practice and Remedies Code when filing an original proceeding.</p>

		that document being reviewed and accepted by the clerk's office for filing, the court strongly encourages parties to call the clerk's office before or immediately after filing a document requiring emergency action so that the document may be processed and circulated to the court expeditiously.		
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