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First District of Texas

301 Fannin
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August 1, 2012

RE: The Filing of Electronic Records with the Houston Courts of Appeals

Dear District and County Clerks:

Since November 1, 2010, the First and Fourteenth Courts of Appeals have had local rules in place that allowed the electronic filing of clerk records through the TAMES Record Submission Portal. Although the November 2010 local rules mandated required electronic filing of reporter's records, the Courts' local rules have provided District and County Clerks with the option to file paper or electronic records. The Courts, however, are submitting revised local rules to the Texas Supreme Court and the Texas Court of Criminal Appeals that will mandate the electronic submission of clerk records beginning September 1, 2012.

The local rule is a modification to Appendix C, located in the Texas Rules of Appellate Procedure. The revised local rule for each Houston court of appeals adds language regarding the form and filing of electronic clerks and reporters records submitted directly to either Court. Each court of appeals local rule addresses the preparation of the record as well as ensures the usefulness of the electronic record.

It is our desire to work with the various clerks within the jurisdiction of the First and Fourteenth Courts to make the filing of records as smooth and effortless as possible. As clerks, we understand the apprehension that accompanies a request for yet another task for our offices. To that end, every effort has been made to minimize the time required for the preparation of the record.

August 1, 2012

Re: The Filing of Electronic Records with the Court of Appeals

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Book marks, bates stamping, optical character recognition (OCR) and any other tool needed to produce an electronic record can be easily applied using Adobe Acrobat Pro. In most instances, these electronic tools are faster than the traditional methods used to produce a paper record

In addition, to help visualize how to construct an electronic record, the Clerk of the Third Court of Appeals created a video and guide. It is posted on the Third Court's website under electronic filing and can be found at:

http://www.3rdcoa.courts.state.tx.us/rules/webvideo%5Cweb_tutorial.wmv (video); and

http://www.3rdcoa.courts.state.tx.us/rules/webvideo/Web_GuideERC.pdf (guide).

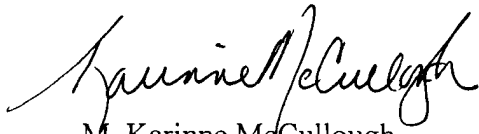
The link for the TAMES Record Submission Portal is: <https://www.rsp.txcourts.gov/Login.aspx>.

For clerks that are already submitting electronic records, current logons and passwords should work. If not, there is a link on the portal to request an account. Once processed, a password and filing instructions will be e-mailed to you by the Office of Court Administration. **Your logon and password will work for both the First and Fourteenth Courts of Appeals.**

For your convenience, we have enclosed a copy of the First and Fourteenth Courts' proposed local rules.

Thank you in advance for your assistance and cooperation in complying with these rule changes. We look forward to working with each of you.

Sincerely,



M. Karinne McCullough
Clerk of the Court
First Court of Appeals



Christopher Prine
Clerk of the Court
Fourteenth Court of Appeal

Enclosures

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CLERK DISTRICT COURT
FOR TARRANT COUNTY