

RULE CR-49. SERVING AND FILING DOCUMENTS

- (a) Filing and Service Requirements.** RULE CV-5 of the Local Court Rules of the United States District Court for the Western District of Texas is applicable to criminal cases.
- (b) Format of Documents.**

 - (1)** Any document presented to the clerk for filing must:

 - (A)** be typed or printed, double-spaced, without erasures or interlineation materially defacing it, and, if by traditional filing, on 8½ by 11 inch paper;
 - (B)** be endorsed with the style of the case and the descriptive name of the pleading or document; and
 - (C)** contain either:

 - (i)** the mailing address, signature, state bar card number and telephone and fax numbers (including area code) of the attorney, if filed by an attorney; or
 - (ii)** the mailing address, signature, and telephone number (including area code) of the pro se party, if filed pro se.
 - (2)** Any proposed order submitted with a traditionally filed document must be completely separate from any other paper or document.
- (c) Nonconforming Documents.** The clerk must file any document not conforming to this rule and advise the Court of the violation of the rule.