

July 27, 2026

CLERK, U.S. DISTRICT COURT
WESTERN DISTRICT OF TEXASUNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
AUSTIN DIVISIONBY: Alicia Davis
DEPUTY**STANDING ORDER ON APPENDICES**

Pursuant to Federal Rule of Civil Procedure 83(b), this order regulating practice applies to civil cases assigned to the undersigned judge. *Pro se* litigants not authorized to file electronically through the Court's CM/ECF system are exempt from this order.

1. When an appendix is required.

- a. **The requirement.** A party who relies on evidence or other factual material to support or oppose a filing must place that material in an appendix that complies with this order. This includes material such as depositions, documents, electronically stored information, affidavits, declarations, stipulations, admissions, and interrogatory answers. Except as provided in Paragraph 2.b, a party must include such material in its appendix even if the material is already in the record—for example, as an exhibit to an earlier filing or in an earlier appendix.
- b. **Filings on the docket are excluded.** A party need not, and should not, place in an appendix the pleadings, motions, briefs, orders, or other filings that already appear on the Court's docket in this case. A party relying on such a filing should cite it directly by its docket entry. This exclusion turns on what the document is, not on whether it is electronically available: material that is itself evidence or factual support must go in the appendix under (a) even if it also appears somewhere on the docket.

- c. **Amended and later pleadings.** A pleading filed after a case is assigned to the undersigned—such as an amended complaint—must itself comply with the appendix requirements of this order to the extent it relies on evidence or other factual material. This order does not govern an original complaint or other filing made before assignment.

2. Requirements for every appendix.

- a. **Self-contained.** Assemble the appendix as a single, self-contained document, separate from the pleading, motion, response, reply, or brief.
- b. **All relied-on and non-duplicative materials.** Include all materials the party relies on, except materials already included in an appendix filed to support or oppose the *same* pleading or motion, or a cross-motion, such as a cross-motion for summary judgment. Do not duplicate those materials. Cite the existing appendix instead.¹
- c. **Organization.** Assemble the appendix in the following order: (1) cover page; (2) table of contents; and (3) each item, preceded by a slip sheet.
- d. **Table of contents.** The table of contents must identify each item by the content of the document (e.g., “Em-

¹ For example, a party moving for summary judgment must include in its appendix any material on which it relies, even if that material was already included in an appendix supporting a discovery motion—because the discovery motion is not the motion being supported. By contrast, the party opposing summary judgment should not include in its appendix material already contained in the appendix supporting the motion for summary judgment. It should cite that appendix instead. For purposes of this rule, cross-motions are treated as one motion, and parties are encouraged to confer and, where feasible, file a joint appendix containing all materials relied on by either party.

ployment Agreement”; “April 2026 Email Thread”; “Deposition of Jane Doe (Mar. 4, 2026)”; “Declaration of John Smith”) and the App.__ page on which that item’s slip sheet appears.

- e. **Slip sheets.** Place a slip sheet before each item that identifies the item by the content of the document using the same description that appears in the table of contents.
- f. **Pagination.** Do not number the cover page or the table of contents. Number the first slip sheet “App.1” and number each following page sequentially, legibly, and in the lower right-hand corner, through the last page of the appendix. The numbering must not restart at any item. Place the number so it does not obscure the underlying document’s text or existing pagination.
- g. **Citing the appendix.** Parties must cite the App.__ pagination in their briefing, to the specific page(s) supporting each assertion. Do not cite an entire item when a specific page will do.
- h. **Text-searchable.** All pages in the appendix must be text-searchable. Apply optical character recognition (OCR) to any scanned material, then review the output to confirm that the recognized text accurately matches the document’s actual wording. Do not assume OCR alone is sufficient, as faulty OCR can produce a text layer that appears searchable but returns inaccurate or incomplete results. Where OCR is inaccurate or incomplete, parties must make a good-faith effort to remedy the errors—for example, by re-scanning the document to produce a cleaner copy for OCR—recognizing that perfect results are not always attainable.

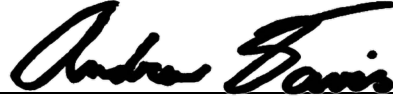
- i. **Bookmarked.** The appendix must contain PDF bookmarks, one for each item, that together form a navigable index corresponding to the table of contents. Each bookmark must be labeled with the content of the item using the same description as the table of contents and slip sheet, and must link to the page on which that item's slip sheet appears.
- j. **Complete copies.** Parties are encouraged to include a complete copy of a document in the appendix to avoid fragmenting a document between different appendices. Where including a complete copy is infeasible, would unduly burden the appendix with the inclusion of irrelevant material, or is otherwise inappropriate, include at minimum the first page of the document and at least one page before and after the pages of material the party relies upon in order to provide context for the cited material.
- k. **Deposition exhibits.** If a party cites a page in the appendix that is from a deposition and refers to an exhibit from the deposition, the party should make clear whether that exhibit is included in the appendix and, if so, identify it.
- l. **Non-documentary or oversized materials.** If a party intends to include non-documentary materials (e.g., videotapes and other physical materials) or oversized materials (e.g., maps and schematic drawings) in the appendix, it must contact the Court at least 7 days before filing the appendix (absent good cause) to determine the appropriate method to submit those materials. The appendix should include a separate slip sheet for each non-documentary item and identify on the slip sheet that the item was or will be separately filed with the Court. Citations to the non-documentary item

should include a citation to the App.___ page of the corresponding slip sheet.

3. **Appendices filed in more than one volume.** An appendix must be divided into consecutively numbered volumes if it (1) exceeds the size limit for an electronically filed document, or (2) contains materials filed or sought to be filed under seal. The following rules apply to multi-volume appendices.
 - a. **Each volume in appendix form.** Assemble each volume like a single appendix—a cover page, then a table of contents, then the volume’s items, each preceded by its slip sheet—except that the table of contents in every volume must cover the *entire* appendix, not only that volume.
 - b. **Continuous pagination.** The App.___ pagination runs continuously across all volumes and does not restart. In each volume, do not number the cover page or table of contents. The first slip sheet of a later volume continues the numbering from the last page of the preceding volume. E.g., if Volume 1 ends at App.998, Volume 2 begins at App.999. (A sealed volume is numbered separately under subparagraph (e).)
 - c. **No split documents.** Place each document, in its entirety, within a single volume. Do not divide a document across volumes.
 - d. **Page range on each volume.** On the cover page of each volume, identify the range of appendix pages the volume contains, using the App.___ numbering. E.g., “Volume 2 of 4: App.999–App.1866”.
 - e. **Sealed materials.** If a party moves to seal any materials in the appendix, it must divide the appendix into a public volume and a sealed volume.

- i. The **public volume**, labeled as such, must contain all materials that the party is not authorized to file under seal and does not move to file under seal, must be paginated using App.___ pagination, and must otherwise comply with this order in full.
 - ii. The **sealed volume**, labeled as such, must contain all materials that the party is authorized to file under seal or seeks to file under seal, and must otherwise comply with this order except that each page must be numbered sequentially beginning “Sealed.App.1” and each citation must be to “Sealed.App.__.”
 - iii. **Table of contents in each volume.** The table of contents in each volume must list every item in the entire appendix, identifying public items by their App.___ page and sealed items by their Sealed.App.___ page. In the public volume’s table of contents, if identifying a sealed item by the content of the document would itself reveal information that should be sealed, the party may describe the item generically or, if necessary, note that the description is omitted.
4. **Certificate of Compliance.** The filing that an appendix accompanies and supports must contain a certificate of compliance stating that the appendix complies with this order. The Court may strike or require the correction of a non-compliant appendix.

So ordered by the Court on July 27, 2026.

A handwritten signature in black ink, reading "Andrew Davis", written over a horizontal line.

ANDREW DAVIS

United States District Judge