

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.