

## INFORMATION ON SUBMISSION OF ELECTRONIC BRIEFING IN CASES

Beginning October 1, 2009, the Court will begin requiring electronic copies of briefs filed in all cases. To this end, the Court requires that all of the parties provide the Clerk of the Court an electronic copy of all briefs that a party files on or after October 1, 2009 in a case. The Court may make copies of electronic briefs received available to the public via its web site at <http://5thcoa.courts.state.tx.us>.

The Court requires parties to submit each electronic brief in the following form and format :

1. Each brief should be submitted on a separate CD or by e-mail attachment.
2. Each CD or e-mail attachment must include a label that includes the case name, the appellate case number, identify the type of brief (i.e. appellant's brief, reply brief, amicus brief), name of the party for whom the brief is being submitted, and specify the word processing software and version used to prepare the brief.
3. If available, the Court greatly prefers the use of **searchable** Portable Document Format files (Adobe PDF. If this format is not available to you, the Court greatly prefers the use of either Microsoft Word (up to Word 2007) or WordPerfect version 5.1 through X4. Documents submitted in these versions will be converted to searchable PDF by the Clerk's office.
4. The CD or e-mail attachment must contain only an electronic copy of the submitted brief and the appendix. Documents contained in the appendix of the electronic copy of the brief must conform to Texas Rules of Appellate Procedure 9.8 and 38.1(k).
5. The CD or e-mail attachment of the brief must be free of viruses or any other files that would be disruptive to the Court's computer system.
6. The CD or e-mail attachment of the brief must be submitted, with a completed certificate of compliance (see reverse side). Note: When email is used to transmit the electronic brief, the signed/scanned certificate of compliance should also be included as an attachment to the transmission email.
7. Documents transmitted via email should be addressed to: [ebrief@5thcoa.courts.state.tx.us](mailto:ebrief@5thcoa.courts.state.tx.us) with the appellate case number on the subject line

## CERTIFICATE OF COMPLIANCE

I certify that this submitted CD or e-mail attachment of the brief complies with the following requirements of the Court:

1. The brief is submitted on a CD or by e-mail attachment;
2. The CD or e-mail attachment is labeled with the following information:
  - A. Case Name: \_\_\_\_\_
  - B. The Appellate Case Number: \_\_\_\_\_
  - C. The Type of Brief: \_\_\_\_\_
  - D. Party for whom the brief is being submitted:  
\_\_\_\_\_
  - E. The Word Processing Software and Version Used to Prepare the Brief:  
\_\_\_\_\_
3. The CD or e-mail attachment contains only an electronic copy of the brief and the appendix. The documents in the appendix conform to the requirements of Texas Rules of Appellate Procedure 9.8 and 38.1(k).
4. The CD or e-mail attachment is free of viruses or any other files that would be disruptive to the Court's computer system. The following software, if any, was used to ensure the brief is virus-free: \_\_\_\_\_ .
5. I understand that a copy of this brief may be posted on the Court's website and that the electronically filed copy of the brief becomes part of the Court's record.
6. Copies have been sent to all parties associated with this case.

\_\_\_\_\_  
(Signature of filing party and date)

\_\_\_\_\_  
(Printed name)

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(Firm)