

**EMERGENCY PROCEDURES  
FOR THE U.S. DISTRICT COURT FOR THE NORTHERN DISTRICT OF TEXAS**

These emergency procedures are to be used to submit a document for filing **when there is an emergency affecting access to the divisional office where your case is pending, and/or ECF, which prevent you from submitting a document for filing in the ordinary course.** Also, see FED. R. CIV. PROC. 6(a)(3) and FED. R. CRIM. PROC. 45(a)(3) for rules related to the extension of time due to inaccessibility of the Clerk's Office. These procedures are to be used during the emergency **unless you are otherwise directed by a judge in an individual case.**

If you are unable to file a document electronically due to a technical failure or system outage **that affects you and not the court's ECF system** (for example, you are unable to file a document electronically because your firm's computer network is down), then [click here](#) for instructions.

**I. Filers Requesting Immediate Review**

**PLEASE PRINT THIS INFORMATION, INCLUDING ALL ATTACHMENTS, FOR YOUR RECORDS IN CASE THIS WEBSITE FAILS. CHECK THE INFORMATION PERIODICALLY FOR UPDATES.**

If at some future date this website (<http://www.txnd.uscourts.gov>) is inaccessible due to an emergency condition affecting the District Court, you may go to our alternate emergency website (<http://coop.txnd.uscourts.gov>). Our website will regularly post updated emergency procedure content. You may also call the main telephone number of the divisional office where your case is pending. If your call is not answered by a clerk's office employee, please listen to any recorded message that may be provided for information about the status of that divisional office.

Whenever the telephone system for a divisional office is not working, call the first alternate divisional office on the succession list of divisional offices provided at the bottom of these instructions. If the telephone system of the first alternate divisional office is not working, call the second alternate divisional office.

If you have a document, such as a motion for a temporary restraining order, that must be seen by a judge immediately, call the divisional office where your case is pending. If you call during business hours and the telephone system for the divisional office is not working, then contact the deputy in charge for an alternate divisional office pursuant to the succession list of divisional offices at the end of these instructions.

**II. ECF Filers**

**A. Continue to Use ECF**

If you are an ECF filer, ECF should still be available even if the office where your case is pending is inaccessible due to an emergency closure. Submit your document electronically as usual. You may access ECF directly at <https://ecf.txnd.uscourts.gov>. If you have difficulty accessing ECF during business hours:

- contact the ECF help desk for assistance in Amarillo (800-596-9414), Dallas/Wichita Falls (866-243-2866), Fort Worth (800-240-7240), or Lubbock/Abilene/San Angelo (806-472-1905);
- use the [ECF On-Line Help](#) system; or
- contact the office manager for the division where your case is pending. If you call during business hours and the telephone system is not working, contact the manager in an alternate division pursuant to the succession list of divisional offices at the end of these instructions.

## **B. If a Deadline Will be Missed, Use this Alternate Procedure**

Use this alternate procedure to submit a document electronically **only** if you are an ECF filer who cannot submit your document for filing using ECF because ECF is not working (if ECF experiences a technical failure, a notice will be posted on the court's website), and you are in **danger of missing a filing deadline**. **CAUTION:** If you use this procedure because of an emergency affecting you, while ECF is working, or you are not in danger of missing a filing deadline, the presiding judge may direct the clerk's office to unfile the document.

Step 1: Prepare an e-mail message that clearly states why you must submit the document for filing in this manner. Specify your filing deadline, and the date and time(s) when you attempted to submit the document using ECF.

Step 2: Ensure that your document is in Portable Document Format (PDF) and attach the PDF document to an e-mail message and send the message to:

[USDCemergencyfile@txnd.uscourts.gov](mailto:USDCemergencyfile@txnd.uscourts.gov)

Step 3: Keep proof of the date and time when you sent this e-mail in case a question arises.

## **C. Second Alternate Procedure**

Use this second alternate procedure if you satisfy the conditions for submitting your document for filing using the first alternate procedure in B., above, but you cannot complete the first alternate procedure.

Submit an electronic (on disk, CD or DVD) version of your document in Portable Document Format (PDF) to the clerk's office. Contact the office manager of the division where your case is pending to obtain assistance. If you call during business hours and the telephone system is not working, contact the manager in an alternate division pursuant to the succession list at the end of these instructions. If you meet the conditions, you may be granted an opportunity to have the document filed in that divisional office.

## **D. Continue to Submit a Paper Judge's Copy, If Required**

If the presiding judge requires you to provide a judge's copy of a filed document (whether the document was filed using ECF, or was submitted for filing using one of the alternate methods described in B. or C., above), send the judge's copy by mail (USPS or other service) to the divisional office where your case is pending.

# **III. Paper Filers**

## **A. Mail or Hold All Papers**

**Unless you will miss a filing deadline**, if a divisional office is inaccessible due to an emergency closure, mail the papers to the divisional office or hold them until the affected office is open for business. (Note: filing procedures for prisoner litigants remain the same.)

## **B. If a Deadline Will be Missed, Use This Alternate Procedure**

Use this alternate procedure only if a divisional office is inaccessible due to an emergency closure, and you are in **danger of missing a filing deadline**. **CAUTION:** If you use this procedure and you do not satisfy both of these conditions, the presiding judge may direct the clerk's office to unfile the document.

- Step 1: Prepare an e-mail message that clearly states what your filing deadline is.
- Step 2: Convert your document to Portable Document Format (PDF) and attach the PDF document to the e-mail message and send the message to:

[USDCemergencyfile@txnd.uscourts.gov](mailto:USDCemergencyfile@txnd.uscourts.gov)

- Step 3: Keep proof of the date and time when you sent the e-mail in case a question arises.

When you submit a document using this alternate method, you must mail the original and the requisite number of copies (per the local rules) to the appropriate divisional office. If you fail to submit the original and copies, the presiding judge may direct the clerk's office to unfile the document.

### C. Second Alternate Procedure

If you cannot use the alternate procedure in B., above, and you are in **danger of missing a filing deadline**, then contact the office manager in an alternate division pursuant to the succession list of divisional offices at the end of these instructions. You may be granted an opportunity to submit the document for filing in that divisional office.

## IV. Parties Scheduled for Court Proceedings

You will likely receive communication from the judge's staff or clerk's office personnel if you are scheduled for a court proceeding in a divisional office that is inaccessible due to an emergency closure. You may also look on the court's website for posted information.

## V. Court Advisory Committee Members

At least one member of the court's advisory committee resides in each division of the Northern District of Texas. The clerk's office will provide these [members](#) with information that can be disseminated in the event of an emergency closure of a divisional office.

### Succession List of Divisions

<i>Emergency In</i>	<i>First Alternate Contact, Office Manager</i>	<i>Second Alternate Contact, Office Manager</i>
<b>Abilene Division</b>	Lubbock Division 806-472-1900	San Angelo Division 325-655-4506
<b>Amarillo Division</b>	Fort Worth Division 817-850-6601	Dallas Division 214-753-2201
<b>Dallas Division</b>	Fort Worth Division 817-850-6601	Wichita Falls Division 940-767-1902
<b>Fort Worth Division</b>	Dallas Division 214-753-2201	Wichita Falls Division 940-767-1902
<b>Lubbock Division</b>	Abilene Division 325-677-6311	San Angelo Division 325-655-4506
<b>San Angelo Division</b>	Lubbock Division 806-472-1900	Abilene Division 325-677-6311
<b>Wichita Falls Division</b>	Dallas Division 214-753-2201	Fort Worth Division 817-850-6601