

**EMERGENCY FILING INFORMATION**  
**(if your system is down)**

**READ CAREFULLY:**

The following instructions are for submitting a document to the court when an ECF user is unable to submit the document electronically due to the ECF user's technical difficulties **and** the ECF user is in danger of missing a filing deadline as a result of the technical difficulties. For example, an ECF user's law firm may have a power outage that prevents the ECF user from submitting a document through ECF.

**INSTRUCTIONS:**

The presiding judge will decide the consequences of your failure to submit a document through ECF. **You should first attempt to obtain directions from the presiding judge's chambers if you are unable to submit a document through ECF and will consequently miss a deadline** ([click here](#) for chambers directory information).

If you are unable to obtain directions from the judge's chambers and you are in danger of missing a deadline, then take immediate steps to demonstrate a good faith effort to submit the document for filing. Actions that demonstrate good faith might include bringing a paper copy of the document to the clerk's office, placing the document in the court's drop box, or converting the document to PDF and submitting it through the court's emergency e-mail system ([USDCemergencyfile@txnd.uscourts.gov](mailto:USDCemergencyfile@txnd.uscourts.gov)).

Regardless of the alternative method you choose, you must clearly state in an attached document why you are submitting the document for filing using the alternative method. Specify your filing deadline, the date and time(s) when you attempted to submit the document properly through ECF, and the specific nature of the technical difficulty that prevented you from submitting the document through ECF.

**CAUTION:** Due to the realistic possibility of periodic technical failures or system outages, you should not wait to file a document electronically on a due date after the clerk's office is closed for the day.