

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

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 a chambers phone directory).

If you are unable to obtain directions from the judge's chambers and are in danger of missing a deadline, you may wish to take immediate steps to demonstrate your effort to submit the document for filing. Steps might include submitting an electronic (on disk, CD or DVD) version of your document in Portable Document Format (PDF) (**NOTE: For security reasons, documents submitted via link to a third party provider cannot be retrieved.**) through the court's emergency e-mail system (USDCEmergencyfile@txnd.uscourts.gov), or bringing an electronic (on disk, CD or DVD) version of your document in Portable Document Format (PDF), or a paper copy of the document, to the clerk's office. (If you submit an email, retain proof of the date and time you sent the email, such as a copy of your "sent" email.)

Regardless of the alternate method you choose, you must clearly state in an attached document why you are submitting the document for filing using the alternate method. Specify your filing deadline, the date and time when you tried 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, if you have a filing deadline, you should electronically file your document before the clerk's office is scheduled to close at 4:30 p.m. each business day.