



# Court of Criminal Appeals

## State of Texas

Supreme Court Building  
 201 W. 14th Street, Room 106  
 Austin, TX 78701  
 (512) 463-1551

*In 2004, the Appellate Section of the State Bar of Texas and the Court of Criminal Appeals worked together to identify key information needed by appellate attorneys and pro se litigants to practice effectively before the court. To assist the court in this effort, the Appellate Section collected and formatted the relevant information and published it originally in the Appellate Advocate in February 2005.*

### **Internal Operating Procedures – Court of Criminal Appeals** **(Revised November 17, 2022)**

#### **Court Information**

1. Address: Court of Criminal Appeals, P.O. Box 12308, Austin, TX 78711 (U.S. Mail) or 201 W. 14th St., Supreme Court Bldg., Room 106, Austin, TX 78701 (Commercial Carrier, ie: Fed Ex, UPS, etc.)
2. Telephone numbers: Phone: (512) 463-1551; Fax: (512) 463-7061
3. Website address: <http://www.txcourts.gov/cca>
4. Judges: Presiding Judge Sharon Keller, Serving Judges, Barbara Hervey, Bert Richardson, Kevin P. Yeary, David Newell, Mary Lou Keel, Scott Walker, Michelle Slaughter and Jesse F. McClure, III
5. Clerk of the Court: Deana Williamson
6. Local Rules: Paper copies of electronically filed documents are no longer required. [Misc. Docket Order 21-002](#)

## **FILINGS**

<b>PROCEDURE</b>	<b>WHAT AND HOW TO FILE</b>	<b>HOW HANDLED</b>	<b>COURT'S PARTICULAR PRACTICES</b>	<b>SPECIAL NOTES</b>
<b>Electronic Filing</b>	Attorneys are required to file documents electronically through <a href="http://www.efiletexas.gov/">http://www.efiletexas.gov/</a> see <a href="#">information on E-Filing</a>			T.R.A.P. 9.2(c)
<b>Motion for Extension of Time</b>	Motion for extension of time – File electronically. Pro se appellants are permitted to file by mail.	First motions for extension of time are usually granted. Motions for extension of time must comply with TRAP 10.5(b) and 68.2(c).		T.R.A.P. 68.2(c)

PROCEDURE	WHAT AND HOW TO FILE	HOW HANDLED	COURT'S PARTICULAR PRACTICES	SPECIAL NOTES
<b>Briefs</b>	Original – File electronically.		Briefs must comply with TRAP 38 and 71.3 Amendment and supplementation is allowed only with leave of Court.	T.R.A.P. 38.6 70 71.3
<b>PDR</b>	Original – File electronically. Pro se appellants are permitted to file by mail.			T.R.A.P. 68 Record will be forwarded by the COA
<b>Oral Argument</b>	N/A	The Court will designate whether a case requires oral argument. Notification of such designation shall be sent to counsel along with notification of submission. If counsel desires oral argument and the Court has not so designated the case, counsel may petition the Court within 30 days of the submission notification.	The total maximum time for oral argument is 20 minutes per side. If a motion for rehearing is granted and the cause re-submitted, oral argument is limited to 15 minutes per side	Additional citations should not be made orally during argument, but should be reduced to writing and filed with the Clerk.
<b>Opinions</b>			Opinions and Orders are released Wednesday mornings at 9:00 a.m.	
<b>Motions for Rehearing</b>	Original – file electronically. Pro se appellants are permitted to file by mail.			T.R.A.P. 79
<b>Extraordinary Matters</b>	Original – file electronically. Pro se applicants are permitted to file by mail.			T.R.A.P. 72.1

## Technology

1. Westlaw and Lexis are both available to the Court.
2. The Court does not accept fax or email filings.
3. The orders and opinions of the Court are posted to the web and can be searched at this URL:  
<http://www.search.txcourts.gov/CaseSearch.aspx?coa=coscca&s=c>
4. The Court makes recordings of oral arguments available on CD-Rom for \$5.