

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF TEXAS

Special Order No. 2-82

U.S. DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS  
**FILED**

MAR 3 2014

CLERK, U.S. DISTRICT COURT  
By Jimmy Shipley  
Deputy

1. The District Judges of this Court have considered and adopted the attached amendments to the local civil and criminal rules of this Court. These amendments revise LR 15.1(b), LR 79.3(b)(2), and LCrR 55.3(b)(2), and repeal LR 67.1.
2. Unless modified after receipt of public comment, these rules shall take effect on September 2, 2014 and shall apply to all proceedings in civil and criminal actions thereafter commenced and, insofar as just and practicable, all proceedings in civil and criminal actions then pending.
3. Any persons who desire to comment on any of these rules may do so by submitting written comments to:

Clerk of Court  
United States District Court for the Northern District of Texas  
Attention: 2014 Rules Revision Comments  
1100 Commerce Street, Room 1452  
Dallas, Texas 75242-1495

The deadline by which the Clerk must receive comments is June 2, 2014.

4. The Clerk of Court is directed to make the necessary distribution.

**SO ORDERED.**

March 3, 2014.

FOR THE COURT:

Sidney A. Fitzwater  
SIDNEY A. FITZWATER  
CHIEF JUDGE

**2014 PROPOSED  
LOCAL RULES AMENDMENTS**

New material in an existing rule is **redlined**, and deleted material is ~~stricken out~~.

**LR 15.1      Motions to Amend.**

(a)    **When Filed on Paper.** When a party files a motion for leave to file an amended pleading that, if leave is granted, will be filed on paper, the party must attach a copy of the proposed amended pleading as an exhibit to the motion. The party must also submit with the motion an original and a judge's copy of the proposed pleading. The original and judge's copy must neither be physically attached to the motion nor made exhibits to the motion. The original of the proposed pleading must contain the original signature of the signing attorney. If leave is granted, the clerk will file the original of the amended pleading.

(b)    **When Filed by Electronic Means.** When a party files by electronic means a motion for leave to file an amended pleading, the party must attach the proposed amended pleading to the motion as an exhibit. If leave is granted, **the amended pleading will be deemed filed as of the date of the order granting leave, or as otherwise specified by the presiding judge, and the clerk will file a copy of the amended pleading** ~~the party must then electronically file the amended pleading, subject to the restrictions and requirements of the ECF Administrative Procedures Manual.~~

**~~LR 67.1      Deposit of Money in Court Registry.~~**

~~——— Except for the payment of fees or the initial deposit in an interpleader action, no money may be sent to the clerk or deposited in the registry of the court without an order from the presiding judge. Unless the presiding judge otherwise directs, money for damages, costs, expenses, attorney's fees, or sanctions, and any award made by order or judgment, shall be paid directly to the prevailing party or the party's attorney. The clerk shall not be responsible for any money sent to the clerk in contravention of this rule.~~

**LR 79.3      Sealed Documents.**

- (a)    A party may file under seal any document that a statute or rule requires or permits to be so filed. The term "document," as used in this rule, means any pleading, motion, other paper, or physical item that the Federal Rules of Civil Procedure permit or require to be filed.
- (b)    If no statute or rule requires or permits a document to be filed under seal, a party may file a document under seal only on motion and by permission of the presiding judge.



- (1) When a party files on paper a motion for leave to file a document under seal, the clerk must file the motion under seal. The party must attach as an exhibit to the motion a copy of the document to be filed under seal. The party must also submit with the motion the original and a judge's copy of the document to be filed under seal. The original of the document must neither be physically attached to the motion nor made an exhibit to the motion. If leave to file the document under seal is granted, the clerk must file the original of the document under seal.
- (2) When a party files by electronic means a motion for leave to file a document under seal, the party may file the motion under seal and must attach the proposed sealed document as an exhibit. If leave is granted, **the sealed document will be deemed filed as of the date of the order granting leave, or as otherwise specified by the presiding judge, and the clerk will** ~~the party must file a copy of the sealed document under seal by electronic means.~~

**LCrR 55.3 Sealed Documents.**

- (a) A party may file under seal any document that a statute or rule requires or permits to be so filed. The term "document," as used in this rule, means any pleading, motion, other paper, or physical item that the Federal Rules of Criminal Procedure permit or require to be filed.
- (b) If no statute or rule requires or permits a document to be filed under seal, a party may file a document under seal only on motion and by permission of the presiding judge.
  - (1) When a party files on paper a motion for leave to file a document under seal, the clerk must file the motion under seal. The party must attach as an exhibit to the motion a copy of the document to be filed under seal. The party must also submit with the motion the original and a judge's copy of the document to be filed under seal. The original of the document must neither be physically attached to the motion nor made an exhibit to the motion. If leave to file the document under seal is granted, the clerk must file the original of the document under seal.
  - (2) When a party files by electronic means a motion for leave to file a document under seal, the party may file the motion under seal and must attach the proposed sealed document as an exhibit. If leave is granted, **the sealed document will be deemed filed as of the date of the order granting leave, or as otherwise specified by the presiding judge, and the clerk will** ~~the party must file a copy of the sealed document under seal by electronic means.~~