

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF TEXAS

United States District Court  
Southern District of Texas  
ENTERED

OCT 19 2004

Michael N. Milby, Clerk  
By Deputy Clerk *m. Hasset*

IN RE: §  
THE ELECTRONIC RECORD AND § GENERAL ORDER NO. 2004 - 12  
CONVENTIONAL FILINGS §  
IN CRIMINAL CASES §

ORDER

The Court has converted to the new automated case management system (CM/ECF), effective September 7, 2004, and has adopted a local rule and administrative procedures providing for electronic filing in civil cases but not criminal cases. In order to provide the clerk with uniform procedures for processing conventional filings in both civil and criminal cases, until such time as a local rule and administrative procedures for electronic filing in criminal cases are adopted by the court, the electronic record is deemed the official record of the court and the clerk will:

1. Scan conventional filings in criminal cases which will become part of the electronic record, unless a request to seal the documents is pending or the documents have been ordered sealed; and
2. Retain the conventional filings after scanning in one master file by date of filing.

This Order is effective for conventional filings in criminal cases after conversion to CM/ECF.

Signed at Corpus Christi, Texas this 19 day of Oct, 2004.

*Hayden Head*  
HAYDEN W. HEAD, JR.  
CHIEF JUDGE

