UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT OF TEXAS

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To: The New Members of the Southern District of Texas Bar

We are pleased to provide you this manual about the operation of the Office of the Clerk–a consolidated office that supports civil, criminal, and bankruptcy operations. Through it, we hope to assist you in the orderly and informed processing of your litigation.

The manual has four parts. The first part of the manual describes what we do to support litigation–from the filing of a case at our public counter to the taking of an appeal. The second part describes our financial transactions–collecting fees, accepting registry funds, investing registry funds, posting bonds, and disbursing funds. The third part describes our file management, jury, naturalization, and attorney admissions programs. The fourth part describes our court reporting and automation programs.

We hope this manual works to improve the service we provide to you.

Michael N Milby