



## Court of Appeals

BRIAN QUINN  
Chief Justice

JAMES T. CAMPBELL  
Justice

MACKEY K. HANCOCK  
Justice

PATRICK A. PIRTLE  
Justice

Seventh District of Texas  
Potter County Courts Building  
501 S. Fillmore, Suite 2-A  
Amarillo, Texas 79101-2449  
[www.7thcoa.courts.state.tx.us](http://www.7thcoa.courts.state.tx.us)

PEGGY CULP  
Clerk

MAILING ADDRESS:  
P. O. Box 9540  
79105-9540

(806) 342-2650

*In 2004, the Appellate Section of the State Bar of Texas and the Courts of 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 in the Appellate Advocate in February 2005. This information was updated in March 2007 and the court intends to keep the information current for the use of persons with matters before the court.*

### **Internal Operating Procedures - Seventh District Court of Appeals (Amarillo) (January 2008)**

#### **The Basics**

1. Court's Address: Seventh Court of Appeals, 501 South Fillmore, Suite 2-A, Amarillo, Texas 79101-2449
2. Telephone number: Phone: (806) 342-2650, Fax: (806) 342-2675
3. Website address: <http://www.7thcoa.courts.state.tx.us>
4. Names of Justices: Brian Quinn (C.J.), James T. Campbell, Mackey K. Hancock, and Pat A. Pirtle
5. Court Clerk: Peggy Culp
6. Local Rules: Court has no local rules at this time.

#### **The Ins and Outs**

PROCEDURE	WHAT AND HOW TO FILE	HOW HANDLED	COURT'S PARTICULAR PRACTICES	SPECIAL NOTES
<b>Motions</b>	Original plus 2 copies.  TRAP 9.3(a)(1)(B).	Typically, non-dispositive motions are decided by individual justices who may confer with other members of the panel depending on the motion at issue.	The disposition process remains the same regardless of whether the motion is contested or agreed.	
<b>Briefs</b>	Original plus 5 copies.  TRAP 9.3(a)(1)(C).	Court follows TRAP rules for briefs.	Court follows TRAP rules for briefs.	A petition or brief should have durable front and back covers, which shall not be plastic or black, red or dark blue. TRAP 9.4(f).

PROCEDURE	WHAT AND HOW TO FILE	HOW HANDLED	COURT'S PARTICULAR PRACTICES	SPECIAL NOTES
<b>Case Assignment</b>		Justices are assigned to panels based on monthly rotation.	Panel members will be shown on the letter from the clerk's office informing the parties of the date and time for oral argument. If submitted on the briefs, panel members will be identified at the time the opinion is issued.	
<b>Oral Argument</b>	Request oral argument on cover of the brief.  TRAP 39.7.	Court generally grants 20 minutes per side; 5 minute rebuttal for appellant.	The court may decide a case w/o oral argument if argument would not significantly aid the court in determining the legal and factual issues presented in the appeal. TRAP 39.8. If only one side requests oral argument, the party requesting argument will be permitted to present that argument.	
<b>Opinions</b>				Release of opinions is not limited to a particular day.
<b>Motions for Rehearing</b>	Original plus 2 copies. TRAP 9.3.			
<b>Original Proceedings</b>	Original plus 3 copies.  TRAP 9.3.		The court may decide a case w/o oral argument if argument would not significantly aid the court in determining the legal and factual issues presented in the petition.	

## Technology

1. Court subscribes to both Westlaw and Lexis.
2. Court prefers parallel citations to United States Supreme Court cases.
3. Court has received diskettes from some court reporters with copies of the reporter's record. This can be helpful with voluminous records.
4. Court does not prefer that parties provide copies of out of state cases if they are available on Lexis or Westlaw.
5. Court does not accept filing by fax.
6. Court does not accept electronic filings.
7. The only form of electronic distribution is the case mail service available on the court's web site.
8. Court ordinarily does not record oral arguments, but is able to do so.

## **Appellate Mediation**

1. Court does not have a structured program for appellate mediation. Requests for abatement or continuance so mediation can take place are generally granted.

## **Fees**

1. Appeal: \$175
2. Original Proceeding: \$125
3. Motions: \$10
4. The court's website has a current list of filing fees.

## **Miscellaneous**

1. The Court has found that an electronic copy of the clerk's record, reporter's record and briefs facilitate disposition of the appeal. Thus, it is requested (but not required) that the party responsible for filing the respective documents also provide the court with an electronic copy on a CD with a searchable PDF format if possible.
2. For more information refer to the court website: <http://www.7thcoa.courts.state.tx.us>.