

THE SUPREME COURT OF TEXAS
P.O. Box 12248
Austin, Texas 78711
(512) 463-1312

[Date]

[Pro Se Part(ies), All Counsel of Record & addresses]

RE: Case Number: []
Court of Appeals Number: []
Trial Court Number: []

Style: []

Dear []:

Pursuant to TEX. R. APP. P. 55.1, the Court has determined that briefs on the merits would benefit its consideration of the above-styled case. Because one or more of the parties is appearing pro se at this time, the Court is referring the matter to the State Bar of Texas Appellate Section's Pro Bono Committee ("Pro Bono Committee") in accordance with its Pro Bono Pilot Program. For more details about the Supreme Court's Pro Bono Pilot Program, please go to www.tex-app.org, or you can request a free copy from the Clerk's office.

If the pro se party desires to be included in the Pro Bono Program and satisfies the financial eligibility requirements for the Program, the Pro Bono Committee will attempt to locate a volunteer lawyer to prepare the briefs on the merits and present any oral argument that might be ordered on behalf of the pro se party. This representation will be pro bono, meaning that the volunteer lawyer will not charge you legal fees for his or her services. If the pro se party wants to participate in the Pro Bono Program, he or she must advise the Pro Bono Committee Program Liaison in writing within thirty (30) days of the date of this letter. To do so, please fill out the attached application and send it to the following address:

Marcy Hogan Greer
Program Liaison
Supreme Court Pro Bono Pilot Program
c/o Fulbright & Jaworski L.L.P.
600 Congress, Suite 2400
Austin, Texas 78701
mgreer@fulbright.com

Additionally, the Court requests that the parties submit a copy of all briefs on the merits (including amicus and post-submission briefs) and the respective petitions, responses, and replies—that have previously been filed with the Court in paper form—*in electronic form* within ten days of the date of this letter. Please submit an electronic copy of each filing when filing the hard copies of any brief. Please see the enclosed information for guidelines.

EXHIBIT A

Sincerely,

Blake A. Hawthorne, Clerk

Enclosures

cc: Marcy Hogan Greer
Program Liaison

INFORMATION ON SUBMISSION OF ELECTRONIC BRIEFING

In order to make more information available to the public via the Court's website, we request that all briefs on the merits (including amicus and post-submission briefs) be submitted electronically. Additionally, in all cases (such as this case) in which the Court requests full briefing on the merits, the Court requests that you submit an electronic copy of your previously filed petition for review, petition for writ of mandamus, response, or reply, etc., as applicable. Please submit an electronic copy of each filing in the following form and format when filing the hard copies of any brief.

The Court asks the parties to submit each electronic brief in the following form and format:

1. Each e filing should be submitted either by email attachment or on a separate 3 ½ inch floppy disc/CD.
2. Each email attachment or disc/CD must include information on a label, respectively, that identifies the case name, the docket number, type of filing (i.e. petition for review, response, reply, petitioner's brief, respondent's brief, brief in reply, amicus brief) and the word-processing software and version used to prepare the brief. If submitting by email, please attach a Certificate of Compliance. A link to the certificate can be found on the Supreme Court's Website at <http://www.supreme.courts.state.tx.us/ebriefs>. If submitting an e filing on floppy disc/CD, please enclose a Certificate of Compliance with the disc/CD.
3. If available, the Court prefers the use of **searchable** PDF files because files in this format generally may not be altered. If this format is not available to you, please use either Microsoft Word (up to Word 2002 (Word XP)) or WordPerfect version 7 through 11.0. Documents submitted in these versions will be converted to searchable PDF by the Clerk's office.
4. The email attachment or disc/CD must contain only an electronic copy of the submitted filing. The email attachment or disc/CD **must not** contain any document or material that is not included in the original hard copy of the filing with the Court.
5. The **email attachment or disc/CD must be free of viruses** or any other files that would be disruptive to the Court's computer system.
6. If submitting an e filing as an email attachment at the time the brief is filed, please advise the Clerk's office **in your transmittal letter accompanying hard copies**; please send e filings to scebriefs@courts.state.tx.us.

CERTIFICATE OF COMPLIANCE

At the request of the Court, I certify that this submitted computer disc/CD (or email attachment) complies with the following requests of the Court:

1. This filing is labeled with or accompanied by the following information:
 - a. Case Name: _____
 - b. The Docket Number: _____
 - c. The Type of Brief: _____
 - d. The Word Processing Software and Version Used to prepare the filing: _____

2. This disc/CD (or email attachment) contains only an electronic copy of the submitted filing and does not contain any appendices, any portion of the appellate record (other than a portion contained in the text of the filing) hypertext links to other material, or any document that is not included in the filing.
3. The **electronic filing is free of viruses or any other files that would be disruptive to the Court's computer system.** The following **software**, if any, was used to ensure the filing is **virus-free**: _____,
4. I understand that a copy of this filing will be posted on the Court's web site and becomes part of the Court's record.
5. Copies have been sent to all parties associated with this case.

(Signature of filing party and date)

(Printed name)

(Firm)

[date]

Marcy Hogan Greer
Program Liaison
Supreme Court Pro Bono Pilot Program
c/o Fulbright & Jaworski L.L.P.
600 Congress, Suite 2400
Austin, Texas 78701

Re: No. [Supreme Court docket number], [name of case]

Dear Ms. Greer:

Petitioner requests that the State Bar of Texas Appellate Section's Pro Bono Committee consider this request for inclusion in the Supreme Court of Texas' Pro Bono Pilot Program.

[Include all that apply:]

[Currently, Petitioner is proceeding pro se and has filed a petition for review in this matter.]

[Currently, Petitioner is being represented by the undersigned counsel and has filed a petition for review. If the Court deems it advisable that further briefing and/or argument be provided, Petitioner requests that his/her case be considered for the appointment of pro bono counsel.]

[Petitioner is proceeding as an indigent in this proceeding and/or meets the financial eligibility requirements for the Program.]

[Petitioner is submitting the attached affidavit of indigence for the Committee's consideration.]

[The Supreme Court has requested that the parties submit briefs on the merits by letter dated _____, _____.]

Very truly yours,

Name of person filing motion

State bar number, if any

Address

Phone number

Telecopy