

ADDING NEW PARTIES

- ATTORNEYS ARE NOT ALLOWED TO ADD PARTIES

Documents that add may potentially add parties to a case are:

Return of Service of Forfeiture

File in paper - adds parties

Motions that are available to counsel:

Motion to Intervene, Motion to File Amicus Brief

- **YOU MAY EMAIL THE DOCUMENT THAT ADDS A PARTY AND THE CLERK'S OFFICE WILL ADD THE PARTY. EMAIL THE DOCUMENT TO:**
utdecf_clerk@utd.uscourts.gov
- **ONCE THE CLERK'S OFFICE HAS ADDED THE PARTY(S), COUNSEL MAY THEN EFILE THEIR NOTICE OF APPEARANCE AND THE APPROPRIATE DOCUMENT**

PLEASE NOTE:

**Complaints, Amended Complaints, Crossclaims, Counter-Claims, Third-Party Complaints may be e-filed with the court. If there are new parties to be added or parties to be termed, you may add that information to the docket text. Then during QC, the Clerk's office will add the new parties or term the appropriate parties.

DOCUMENTS THAT MUST BE FILED IN PAPER

Motions

Motion to Proceed In Forma Pauperis and Motion to Appeal In Forma Pauperis

Notices

Notice of Assignment to a United States Magistrate Judge and Consent/Objection form (or you may email this to consents@utd.uscourts.gov)

Appeals

Designation of Record on Appeal

All Sealed Documents