

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**GENERAL ORDER AMENDING LOCAL RULES**

In light of commentary received regarding General Order 25-07, it is hereby ORDERED that the following amendments to Local Rules CV-4(a), CV-79(a)(4), and CR-55(c), having been approved by the district judges of this court, are adopted for immediate implementation.<sup>1</sup>

**LOCAL RULE CV-4**

(a) \*\*\*

If service of summons is not waived, the plaintiff must prepare and submit a summons to the clerk for each defendant to be served with a copy of the complaint. Unless exempt from electronic filing under Local Rule CV-5(a), the plaintiff must submit the summons by uploading it to the Electronic Filing System using the *Request for Clerk to Issue Document* event.

**COMMENT:** The exemption from the requirement for electronic filing afforded to pro se litigants in Local Rule CV-5(a) is now recognized in this rule.

**LOCAL RULES CV-79(a)(4) and CR-55(c)**

Exhibits in the court's custody ~~outside of the court's Electronic Filing System that are not docketed as part of the case file~~ need only be retained through the final disposition of the case as defined by the schedule on the court's website. Thereafter, they may be disposed of by the clerk in accordance with the retention provisions available on the court's website. The party offering any exhibit shall be responsible for its removal within 30 days after final disposition of the case. Any exhibit remaining more than 30 days after final disposition of the case may be disposed of by the clerk.

**COMMENT:** Language in both rules is now more consistent with phrasing and guidance provided by the Judiciary Records Officers of the Administrative Office of the U.S. Courts.

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<sup>1</sup> New language appears in underlined redline text, and deleted language appears in strikeout text.

**IT IS SO ORDERED.**

**SIGNED this 9th day of February, 2026.**

A handwritten signature in black ink that reads "Amos Mazzant". The signature is written in a cursive style with a horizontal line underneath it.

AMOS L. MAZZANT  
UNITED STATES DISTRICT JUDGE