In the United States Court Of Appeals, 5th Circuit

Brian P. Carr, Rueangrong Carr, and Buakhao Von Kramer Appellants versus United States, US Department of Justice, USPS, USPS OIG, USPS BoG, US CIGIE, Department of State, Department of State OIG, USCIS, DHS OIG, and SSA Appellees	Case No. **26-10025** Verified[1] Brief of Mr. Carr With Examples of Standard Procedural Documents

Examples of Standard Procedural Documents

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I. Demonstrative Standard Procedural Examples

The standard procedural motions, notices, memos, and standing orders set forth below are provided for demonstrative purposes only to illustrate how published, standardized administrative workflows can systematically eliminate ad hoc clerk interventions, prevent unauthorized record modifications, and reduce procedural rework. I have no formal judicial or clerical experience; accordingly, these draft documents should not be treated as final judicial or clerical resources, but as practical conceptual models demonstrating how written, rule-grounded procedures could restore order to the record and enhance judicial efficiency with the investment of time and resources to tailor them to a specific courts situation and environment.

Further, these documents were written with the assistance of Google AI which has even less practical clerical or judicial experience (though with an exceptional knowledge of similar documents).

II. Standard Procedural Motions

1. Motion for Permission to File Electronically as a Pro Se Party (SM-ECF-01)

IN THE UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants, v. No. [Case Number]
[Appellee Name(s)], Appellees.

STANDARD PROCEDURAL MOTION FOR PERMISSION TO FILE ELECTRONICALLY AS A PRO SE PARTY (SM-ECF-01)

Pursuant to 5CCLR 25.2 and the Fifth Circuit ECF Information Guidelines, Appellant pro se hereby moves this Court for permission to register for and utilize the Court's Case Management/Electronic Case Files (CM/ECF) system in the above-captioned matter. In support thereof, Appellant states as follows:

1. Compliance with System Requirements: Appellant has registered for a PACER account linked to the Fifth Circuit CM/ECF system and possesses the necessary hardware, software, and internet access to send and receive documents electronically.

2. Consent to Electronic Service: Appellant understands and agrees that granting this motion constitutes consent to electronic service of all filings, orders, and notices via CM/ECF pursuant to FRAP Rule 25(c), and that paper service via U.S. Mail will be discontinued.

3. Rule Familiarity: Appellant has reviewed the Fifth Circuit Rules, Internal Operating Procedures, and ECF guidelines and agrees to comply with all

formatting, redaction (FRCP Rule 5.2 / FRAP Rule 25(a)(5)), and procedural rules.

4. Case-Specific Scope: Appellant acknowledges that electronic filing privileges apply strictly to this pending appeal and that abuse of system privileges may result in revocation of e-filing rights.

Certificate of Conference: [ ] Unopposed [ ] Opposed [ ] Unable to Confer

Respectfully submitted,

/s/ [Appellant Name]
[Appellant Name] Pro Se
[Address]
[Email Address]
[Phone Number]

2. Standard Procedural Motion to Seal / Strike Unredacted PII (SM-PII-01)

IN THE UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants, v. No. [Case Number]
[Appellee Name(s)], Appellees.

STANDARD PROCEDURAL MOTION TO SEAL / STRIKE UNREDACTED PII (SM-PII-01)

Pursuant to FRAP Rule 25(a)(5), FRCP Rule 5.2, and Standing Order [SO-PII-01], Appellant hereby moves for administrative relief to protect sensitive Personal

Identifying Information (PII) improperly exposed in the record as follows:

1. Identification of Defect: Document [ECF/ROA No. XX-Y] contains unredacted [ ] Social Security Numbers [ ] Financial Account Numbers [ ] Dates of Birth.

2. Specific Relief Requested: [ ] Immediately restrict public access to unredacted Document [XX-Y]. [ ] Substitute properly redacted replacement Document [XX-Y] filed herewith. [ ] Direct the District Court Clerk to issue a Supplemental ROA reflecting the seal and substitution within 14 days.

Certificate of Conference: Unopposed by operation of Standing Order [SO-PII-01].

Respectfully submitted, /s/ [Filer Name] [Filer Name], Pro Se

3. Standard Procedural Motion to Strike Non-Compliant / Duplicate Filing (SM-STRK-02)

IN THE UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants, v. No. [Case Number]
[Appellee Name(s)], Appellees.

STANDARD PROCEDURAL MOTION TO STRIKE NON-COMPLIANT OR DUPLICATE FILING (SM-STRK-02)

Pursuant to 5CCLR 27.1 and Standing Order [SO-STRK-01], Appellant hereby moves to strike a non-compliant or duplicate filing from the active docket as follows:

1. Identification of Target Entry: Docket Entry No. [XX], filed on [DD MMM

YYYY].

2. Basis for Relief: [ ] Duplicate transmission / incorrect pagination. [ ] Superseded by corrected replacement filing [Entry No. YY]. [ ] Procedural non-compliance with 5CCLR / FRAP guidelines.

3. Impact on Schedule: Granting this motion does not alter active briefing deadlines.

Certificate of Conference: [ ] Unopposed [ ] Opposed [ ] Unable to Confer

Respectfully submitted, /s/ [Filer Name] [Filer Name], Pro Se

4. Unopposed Motion to Correct Record on Appeal (SM-ROA-01)

IN THE UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants, v. No. [Case Number]
[Appellee Name(s)], Appellees.

STANDARD PROCEDURAL MOTION TO CORRECT RECORD ON APPEAL (SM-ROA-01)

Pursuant to FRAP 10(e)(2) and 5CCLR [Proposed Rule], Appellant hereby moves for administrative correction of the Record on Appeal (ROA) as follows:

1. Identification of Defect: [ ] Omitted Filing [ ] Garbled Scan [ ] Duplicate ROA

2. Specific Record Reference: District Court ECF No. [XX], ROA Page Range [YY-ZZ].

3. Relief Requested: Direct the District Court Clerk to issue a single Supplemental ROA containing the corrected document(s) within 14 days.

Certificate of Conference: Unopposed by operation of Standing Order [SO-ROA-01].

Respectfully submitted, /s/ [Filer Name]

III. Standard Procedural Clerk Memo

1. Notice of Administrative Action Granting Pro Se Electronic Filing Access (SN-CLK-02)

UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT OFFICE OF THE CLERK

NOTICE OF ADMINISTRATIVE ACTION (SN-CLK-02)

Date: [DD MMM YYYY] Case: [Case Title], No. [Case Number] USDC No.: [District Court Case Number]

MEMORANDUM TO COUNSEL OR PARTIES:

NOTICE IS HEREBY GIVEN that, pursuant to delegated administrative authority under 5CCLR 27.1 and Standing Order [SO-ECF-01], the Clerk's Office has entered the following administrative resolution on the docket:

[X] MOTION GRANTED: Appellant's Motion for Leave to File Electronically as a Pro Se Party (SM-ECF-01), filed [DD MMM YYYY], is GRANTED.

ADMINISTRATIVE DIRECTIVES:

1. Registration & Access: The Clerk's Office has activated e-filing privileges for the pro se party under PACER Account ID [XXXXX] for Case No. [Case Number].

2. Electronic Service: Pursuant to FRAP Rule 25(c), all future court notices, orders, and party filings shall be served electronically via CM/ECF. Paper service by mail is discontinued.

3. Standing Order Authority: This administrative resolution is entered under the pre-approved conditions of Standing Order [SO-ECF-01] and does not alter any active briefing schedules or statutory deadlines.

LYLE W. CAYCE, CLERK

By: /s/ [Deputy Clerk Name] Deputy Clerk, 504-310-7670

2. Notice of Administrative Docket Correction (SN-CLK-01)

UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT OFFICE OF THE CLERK

NOTICE OF ADMINISTRATIVE DOCKET CORRECTION (SN-CLK-01)

Date: [DD MMM YYYY] Case: [Case Title], No. [Case Number]

NOTICE IS HEREBY GIVEN that the Clerk's Office has performed the following administrative correction pursuant to Standing Order [SO-CLK-01]:

[ ] Re-docketed Entry No. [XX] to correct document description. [ ] Restored Motion No. [YY] previously marked as withdrawn in error. [ ] Issued

Supplemental ROA Notice to District Court Clerk.

NOTE: This administrative notice does not alter any active briefing deadlines. Any party seeking judicial review of this administrative correction must file a Notice of Objection within 7 days pursuant to 5CCLR 27.2.

LYLE W. CAYCE, CLERK By: /s/ Deputy Clerk

3. Transmission of Certified Record on Appeal and Master Index (SM-ROA-03)

UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT OFFICE OF THE CLERK

MEMORANDUM OF PROCEDURAL ACTION (SM-ROA-03)

Date: [DD MMM YYYY] Case: [Case Title], No. [Case Number] USDC No.: [District Court Case Number]

MEMORANDUM TO COUNSEL AND PRO SE LITIGANTS:

RE: Transmission of Certified Record on Appeal (ROA) and Master Attachment Index

NOTICE IS HEREBY GIVEN that, pursuant to FRAP Rule 11, 5CCLR 11, and Standing Order [SO-ROA-02], the Clerk of the District Court has transmitted the certified electronic Record on Appeal (ROA) to this Court.

1. Certified ROA Transmission Structure: The official electronic ROA comprises a unified, single PDF file featuring sequential Bates page numbering ("ROA.[Page]") applied continuously from page 1 through the

final page of the record.

2. Master Attachment Index Requirements: Pursuant to Standing Order [SO-ROA-02], attached to this Memo there are two documents which can be used to authenticate an ROA as well as for the generation of ROA page references in an appeal brief:

    a) Official District Court Docket Sheet: Prefixed as the primary index of all main docket entries and filings.

    b) Master Attachment Table of Contents (TOC): An itemized, Bates-mapped index breaking out every sub-document, exhibit, and attachment (e.g., ECF 10-1, ECF 10-5) with its exact starting ROA page number.

3. Administrative Notice Regarding Automated TOC Software Upgrades: Litigants are advised that while the official District Court Docket Sheet is generated under existing ECF software routines, full compilation of the itemized Attachment TOC (Section 2.b) requires automated Bates-offset mapping software. Pending complete deployment of the updated docket compilation software across all division clerks:

    a) In cases where automated attachment offsets are enabled, page citations to specific exhibits (e.g., "ROA.177") must be drawn directly from the Master Attachment TOC.

    b) Where software updates remain pending, the District Court Clerk shall issue a Supplemental Master Index upon motion under Standard

Procedure [SM-ROA-01].

4. Mandatory Citation Standard: Pursuant to 5CCLR 28, all brief record references MUST cite exclusively to the unified Bates page numbers established in the certified Master ROA Index. No uncertified, secondary, or re-paginated ROA volumes shall be recognized or utilized by the parties.

LYLE W. CAYCE, CLERK

By: /s/ [Deputy Clerk Name] Deputy Clerk, Case Processing Division

Sample Table of Contents to be included in record

Please note that this TOC can not be generated by the DocketSheet program in use by TXND and requires updates to the program so that the actual ROA page numbers for each attached document is included with the document description

Doc ID	Date Filed	ROA Page	Document Title / Description
10	Jan 11, 2024	150	**Motion to Dismiss / Complaint Exhibits (Main Document)**
10-1	Jan 11, 2024	152	Exhibit 1: Form I-797C Notice of Action
10-2	Jan 11, 2024	158	Exhibit 2: USPS Tracking Receipt Summary
10-3	Jan 11, 2024	163	Exhibit 3: USCIS Online Account Status Printout
10-4	Jan 11, 2024	170	Exhibit 4: Department of State Consular Notification
10-5	Jan 11, 2024	177	Exhibit 5: I797 for MSC2091582908 (Form I-751 Approval)
10-6	Jan 11, 2024	180	Exhibit 6: FOIA Request Receipt Acknowledgment
10-7	Jan 11, 2024	183	Exhibit 7: USCIS Interview Appointment Notice
10-8	Jan 11, 2024	185	Exhibit 8: USCIS Case Inquiry Response Email
10-9	Jan 11, 2024	188	Exhibit 9: New FOIA Request Letter #1 (Garbled Scan)

IV. Standard Procedural Internal Clerk Memo

1. Memorandum of Procedural Action (SM-CLK-02)

MEMORANDUM OF PROCEDURAL ACTION (SM-CLK-02)

TO: Case Processing Record / Panel File FROM: Office of the Clerk DATE: [DD MMM YYYY] RE: Administrative Resolution of Motion ECF No. [XX], Case No. [Case Number]

AUTHORITY: 5CCLR 27.1 / Standing Order [SO-CLK-02]

1. Procedural Context: Motion [XX] filed on [Date] seeking routine procedural relief.

2. Rule Verification: Filer has complied with formatting and service requirements.

3. Action Taken: Granted under delegated clerk authority / Referred to Single Judge.

4. Rule Citation: [Insert specific 5CCLR or FRAP provision authorizing action].

5. Calendar Impact: Briefing schedule extended by [XX] days to [DD MMM YYYY].

Distribution: Entered on ECF Notice of Docket Activity.

2. Standard Procedural Clerk Memo of Administrative Docket Correction (SN-CLK-03)

UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT OFFICE OF THE CLERK

MEMORANDUM OF ADMINISTRATIVE DOCKET CORRECTION (SN-CLK-03)

Date: [DD MMM YYYY] Case: [Case Title], No. [Case Number]

NOTICE IS HEREBY GIVEN that, pursuant to Standing Order [SO-PII-01] and 5CCLR 27.1, the Clerk's Office has performed the following administrative action:

[ ] Restricted public access to Document No. [XX-Y] containing unredacted PII. [ ] Substituted properly redacted replacement Document No. [XX-Y] on the public docket. [ ] Struck duplicate or superseded Docket Entry No. [ZZ].

NOTE: This administrative action is taken under pre-approved standing judicial authority. Any party seeking judicial review of this administrative action must file a Notice of Objection within 7 days pursuant to 5CCLR 27.2.

LYLE W. CAYCE, CLERK By: /s/ Deputy Clerk

3. Standard Procedural Memorandum of Procedural Action (SM-CLK-04)

MEMORANDUM OF PROCEDURAL ACTION (SM-CLK-04)

TO: Case Processing Record / Panel File

FROM: Office of the Clerk

DATE: [DD MMM YYYY]

RE: Administrative Resolution of PII / Sealing Motion [SM-PII-01], Case No. [Case Number]

AUTHORITY: FRAP Rule 25(a)(5) / Standing Order [SO-PII-01]

1. Procedural Context: Motion [SM-PII-01] filed on [DD MMM YYYY] requesting sealing/striking of unredacted PII in Docket Entry No. [XX-Y].

2. Rule Verification: Filer provided properly redacted replacement exhibit [XX-Y] in compliance with FRCP Rule 5.2.

3. Action Taken: Public access restricted for [XX-Y]; redacted replacement substituted under delegated clerk authority.

4. ROA Impact: Supplemental ROA direction issued to District Court Clerk. Briefing schedule remains unaffected.

Distribution: Entered on ECF Notice of Docket Activity.

V. Standard Court Standing Order

4. Mandatory Judicial Authorization for ROA Re-pagination (SO-ROA-01)

UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

STANDING ORDER NO. [SO-ROA-01] MANDATORY JUDICIAL AUTHORIZATION FOR RECORD ON APPEAL MODIFICATIONS

IT IS HEREBY ORDERED that effective [Date], the following procedures govern all modifications to the official Record on Appeal (ROA) in civil appeals:

1. Exclusive Judicial Authority: No certified ROA transmitted to this Court shall be altered, re-paginated, or replaced with a secondary volume except upon explicit judicial order issued pursuant to FRAP 10(e)(2).

2. Automatic Time Relief: Whenever Certified ROA is replaced with Corrected ROA by order of this Court, all active briefing deadlines for affected parties shall automatically toll and reset to 40 days from the date of certified distribution of the corrected record.

3. Prohibition on Informal Withdrawals: No motion or pleading filed on the docket shall be marked as "withdrawn" or "no action taken" based on informal communications. All docket changes must be supported by a written notice or formal judicial order.

BY ORDER OF THE COURT Chief Judge, U.S. Court of Appeals for the Fifth Circuit

VI. Standard Procedural Notices and Memos for Clerical Error Correction and Judicial Review

5. Standard Procedural Notice of Clerical Defect or Error (SN-ERR-01)

IN THE UNITED STATES COURT OF APPEALS

FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants,

v. No. [Case Number]

[Appellee Name(s)], Appellees.

STANDARD PROCEDURAL NOTICE OF CLERICAL DEFECT OR ERROR (SN-ERR-01)

Pursuant to 5CCLR 27.1 and Standing Order [SO-CLK-03], Filer hereby provides

formal notice to the Office of the Clerk of an apparent administrative or clerical defect on the docket in the above-captioned appeal:

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Identification of Entry: Docket Entry No. [XX], filed/entered on [DD MMM
YYYY].
Description of Administrative Defect:

[ ] Inaccurate docket text description altering the nature of the filing.

[ ] Unauthorized marking of motion as "Withdrawn" or "No Action Taken."

[ ] Incorrect modification of conference status (e.g., Unopposed to Opposed).

[ ] System-generated automated extension notice issued / denied in error.

[ ] Document misdirection to a single judge instead of the active Panel.

[ ] Clerk incorrectly processing a motion which seeks judicial review

[ ] Clerk not forwarding motion which seeks judicial review for judicial
review within the normal time (see PIC process publication PICmtnPrc)

[ ] Other error: Text Describing the error and desired correction:
_____
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NOTE: Under Standing Order [SO-CLK-03], if the Clerk's Office does not issue an administrative correction / response within 7 days, this notice automatically converts to a Request for Judicial Review pursuant to 5CCLR 27.2.

Respectfully submitted,

/s/ [Filer Name]

[Filer Name], Pro Se

[Address / Email]

6. Standard Procedural Internal Clerk Memorandum of Action (SM-CLK-06)

MEMORANDUM OF PROCEDURAL ACTION (SM-CLK-06)

TO: Case Processing Record / Panel File

FROM: Office of the Clerk

DATE: [DD MMM YYYY]

RE: Administrative Resolution of NOTICE OF CLERICAL DEFECT OR ERROR [SN-ERR-01]

AUTHORITY: 5CCLR 27.1 / Standing Order [SO-CLK-03]

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Procedural Context: Appellant filed Notice of Clerical Defect [SN-ERR-01] on

[DD MMM YYYY] regarding Docket Entry No. [XX].
Administrative Verification: Review of docket records confirms that an
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administrative error occurred regarding [docket text / status / routing].
Corrective Action Taken:

[ ] Administrative docket correction executed; docket text updated.

[ ] Motion restored to active status for judicial review.

[ ] Invalid system notice vacated; corrected briefing schedule issued.
Notice and Schedule Impact: Notice of Rectification issued to all parties.

Briefing deadlines automatically tolled by __ days to [DD MMM YYYY].

[ ] Other Corrective Action Taken:
_____________________________________________________________________


** No Defect or Error Identified

[ ] the Clerk and Supervisor Disagree with Defect or Error Report and are
taking no action.  Justification for decision:

_____________________________________________________________________
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Distribution: Entered on ECF Notice of Docket Activity.

By: /s/ Deputy Clerk

7. Standard Procedural Notice of Request for Judicial Review of Clerical Action (SN-JDR-01)

IN THE UNITED STATES COURT OF APPEALS

FOR THE FIFTH CIRCUIT

[Appellant Name(s)], Appellants,

v. No. [Case Number]

[Appellee Name(s)], Appellees.

NOTICE OF REQUEST FOR JUDICIAL REVIEW OF CLERICAL ACTION (SN-JDR-01)

Pursuant to 5CCLR 27.2, FRAP Rule 27(c), and Standing Order [SO-CLK-03], Filer

hereby moves for judicial review of the following administrative

clerk action or failure to correct:

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Target Administrative Action:

[ ] Failure of the Clerk to resolve NOTICE OF CLERICAL DEFECT OR ERROR [SN-ERR-01] [____Doc] within 7 days .

[ ] Clerk Disagreement with NOTICE OF CLERICAL DEFECT OR ERROR [SN-ERR-01] [____Doc] described in Administrative Resolution of NOTICE OF CLERICAL DEFECT OR ERROR [SN-ERR-01] [___Doc].  Text justifying the need for judicial review: _____

[ ] Administrative Clerk Order No. [____Doc] entered without statutory or judicial authority.

[ ] Unauthorized withdrawal or refusal to docket Motion No. [___Doc].
Grounds for Judicial Review:

[ ] The clerk action deprives Appellant of due process by leaving structural record defects uncorrected and altering active briefing timelines without judicial order.
Specific Relief Requested:
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a. Vacate the administrative clerk action/order.

b. Direct the District Court Clerk to issue a single certified Supplemental
ROA.

c. Reset briefing deadlines to 40 [   } days following distribution of the
corrected ROA.
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Respectfully submitted,

/s/ [Filer Name]

[Filer Name], Pro Se

[Address / Email]

VII. Example Standard Procedural Documents Require Extensive Tailoring

The Standard Procedural Documents require extensive review and tailoring to the needs of a specific court before they can be an aid to improve judicial efficiency and insure a fair hearing. However, a Process Improvement Committee (PIC) with both judicial and clerical inputs could use them as a starting point for a similar document and later use in a specific court.

Respectfully submitted,

Verification of Document

I hereby affirms under penalty of perjury in both the United States and Thailand that as an individual:

1. I have reviewed the above affirmation and believe all of the statements to be

true to the best of my knowledge.

2. I have reviewed the associated documents and exhibits and believe them to be true and accurate copies with the exception of the documents identified as being redacted. The redacted documents have only been altered to remove sensitive personal information or other redactable information (as cited in the redaction) according to normal redaction procedures.

I hereby reaffirm that the above is true to the best of my knowledge under penalty of perjury in both the United States and Thailand.