

**United States Coast Guard  
Court of Criminal Appeals**

Internal Rules of Practice and Procedure

These rules have been adopted pursuant to Rule 26 of the Courts of Criminal Appeals Rules of Practice and Procedure (Joint CCA Rules) issued jointly by the Judge Advocates General pursuant to Article 66(f) of the Uniform Code of Military Justice (UCMJ).

Rule 5.1. *Place for filing.* All pleadings and other papers relating to a case shall be submitted to:

Clerk of Court  
2703 Martin Luther King Jr. Ave., SE  
Stop 7794  
Washington, DC 20593-7794  
(202) 795-6906 (Phone)

Rule 5.2. *Electronic filing.* A brief, motion, or other paper may be filed by email transmitted to the clerk of the court and all the judges of the court. It will be deemed filed as of the date of the email, if all other requirements are met. The clerk's email address is: [HQS-DG-CG-094C-CLERK@uscg.mil](mailto:HQS-DG-CG-094C-CLERK@uscg.mil).

Rule 6.1. *Electronic filing of briefs and motions.* A brief or motion filed by email must be in PDF format (preferably converted, not scanned, to minimize file size) and include counsel's scanned signature or CAC-enabled electronic signature as described in COMDTINST 5200.5; or the original, signed by counsel, must be filed as soon as possible after the electronic filing.

Rule 6.2. *Filing of other papers.* For any statement made under oath or affirmation or penalty of perjury, or when otherwise required by rule, the original signed document must be filed as soon as possible after any electronic filing. This includes affidavits offered by motion to attach, petitions for new trial (see R.C.M. 1210(c)), petitions for extraordinary relief (see Joint CCA Rule 20(c)), and any document submitted to fulfill the requirement for an original of that document in the original record of trial, such as a charge sheet, authentication, or Action of the Convening Authority.

Rule 6.3. *Electronic signatures.* An electronic signature that is, by law, an original signature will be accepted as an original signature. However, if not CAC-enabled, evidence that the electronic signature qualifies as an original signature must be provided.