

## **RESOURCE AND CONTACT GUIDE**

### **ADMISSION TO THE BAR**

Copies of an Application for Admission can be obtained at the Clerk's Office Intake Counter or downloaded from the internet. Specific questions should be directed to the Attorney Admissions Clerk.

Contact: Intake Counter 202-216-7280  
Anne Rothenberger, Attorney Admissions Clerk 202-216-7305

### **AGENCY CASES (Assignment of Docket Numbers)**

Call Clerk's Office Intake Counter.

Contact: Intake Counter 202-216-7280

### **APPELLATE MEDIATION PROGRAM**

General information about the Appellate Mediation Program is available in the Court's Appellate Mediation Program brochure or in the Circuit Rules of the United States Court of Appeals for the District of Columbia Circuit, Appendix III, "Appellate Mediation Program." These materials are available on the Court's internet site or may be obtained by contacting the Circuit Executive's Office.

To request mediation in a specific case, send a letter or completed "Request to Enter Appellate Mediation Program" form in duplicate to:

Appellate Mediation Program  
Attention: Robert Fisher, Chief Circuit Mediator  
U. S. Court of Appeals  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Ave., N.W.  
Washington, D.C. 20001

The form can also be emailed to [mediation@cadc.uscourts.gov](mailto:mediation@cadc.uscourts.gov). Attorneys are encouraged to call to discuss, on a confidential basis, whether a particular case is appropriate for mediation. Attorneys involved in mediation are encouraged to call the Chief Circuit Mediator if problems or questions arise during the process.

Contact: Robert Fisher, Chief Circuit Mediator 202-216-7343

### **APPOINTMENT AS AMICUS CURIAE**

Attorneys who are interested in being considered for appointment as amicus curiae in civil cases should contact the Special Counsel to the Clerk.

Contact: Alison Grossman, Special Counsel to the Clerk, 202-216-7317

### **ATTORNEY DISCIPLINE MATTERS**

The Court's Rules of Disciplinary Enforcement are contained in Appendix II to the Circuit Rules.

Contact: Alison Grossman, Special Counsel to the Clerk 202-216-7317  
Lynda Flippin, Administrative Operations Specialist 202-216-7292

### **BILLS OF COSTS**

Forms are available at the Clerk's Office Intake Counter or can be downloaded from the internet. Specific questions should be directed to the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
DJ Reidy, Opinions Clerk 202-216-7291

## CALENDAR INFORMATION

Copies of the Court's argument calendar can be obtained at the Clerk's Office Intake Counter or can be viewed from the internet.

Contact: Mike McGrail, Calendar Administrator 202-216-7303

## CASE MANAGEMENT PLAN ("CAMP") CASES (multi-party or multi-issue cases that warrant consideration of special briefing formats)

Information about cases being managed under the Court's Case Management Plan can be obtained from the Legal Division.

Contact: Melissa Ryan, Director, Legal Division 202-216-7500

## CASE STATUS

To find out the status of a case, you can call the Operations Unit or check PACER.

Contact: Operations Unit 202-216-7310

## CIRCUIT JUDICIAL CONFERENCE

Biennially, the Circuit holds a conference for judges of the D.C. Circuit and invited attorneys. Planned by a committee of judges and attorneys, the conference is designed to maximize interaction between members of the bench and bar. The program usually consists of panel discussions and speakers addressing a variety of issues related to the administration of justice.

Contact: Betsy Paret, Circuit Executive 202-216-7340

## CIRCUIT RULES AND HANDBOOK OF PRACTICE AND INTERNAL PROCEDURES

The Rules are available [here](#), and the Handbook is available [here](#). Specific questions should be directed to the Operations Unit, one of the Deputy Directors of the Legal Division, or the Special Counsel to the Clerk.

Contact: Operations Unit 202-216-7310

Catherine Lavender, Deputy Director of the Legal Division 202-216-7500

Alison Grossman, Special Counsel to the Clerk 202-216-7317

## CJA (Criminal Justice Act) (Appointments)

Attorneys interested in receiving appointments under the CJA should contact the Federal Public Defender.

Contact: A. J. Kramer, Federal Public Defender 202-208-7500

## CJA (Vouchers)

The Court's CJA Plan is available on the Court's internet site ([here](#)) or in paper copy through the Clerk's Office Intake Counter. Specific inquiries regarding CJA vouchers should be directed to the Financial Administrator or Chief Deputy Clerk. Inquiries should **not** be directed to judges' chambers (including the Chief Judge).

Contact: Megan Jackson, Financial Administrator 202-216-7298

Clifton Cislak, Chief Deputy Clerk 202-216-7302

## **CLASSIFIED MATERIALS**

Questions regarding the filing of or access to classified court submissions should be directed to the Clerk's Office.

Contact: Clifton Cislak, Chief Deputy Clerk 202-216-7302  
Lynda Flippin, Administrative Operations Specialist 202-216-7292

## **CM/ECF HELP DESK**

Case Management/Electronic Case Files (CM/ECF) is a comprehensive case management system that allows courts to maintain electronic case files and offer electronic filing over the internet. When contacting the ECF Help Desk, be prepared to provide relevant information such as case numbers, filer's name, error message text, or any other information that may assist us with answering your questions.

Contact: ECF Help Desk 202-216-7259  
ECFHelp@cadc.uscourts.gov

## **COMMITTEES OF THE COURT OF APPEALS**

The Court has three committees that include attorney members: the **Advisory Committee on Procedures**, the **Committee on Admissions and Grievances**, and the **CJA Panel Committee**.

The **Advisory Committee on Procedures**, established in 1976, is composed of not less than 15 members of the bar of this Court. The Committee initiates recommended rule changes and evaluates internal operating procedures in effect or under consideration. The Committee also serves as a channel of communication between the Court, and the bar and the public.

The **Committee on Admissions and Grievances** has six attorney members who assist the Court as it acts on applications for admission to its bar and on complaints of misconduct or neglect.

The **CJA Panel Committee** is composed of two active circuit judges, the Federal Public Defender and two private attorneys experienced in criminal law, one of whom is on the CJA appointments list. The Committee compiles the list of attorneys eligible to receive CJA appointments by evaluating applications from interested counsel.

Vacancies on Court Committees are advertised in the Daily Washington Law Reporter, and interested attorneys are encouraged to apply.

Contact: Betsy Paret, Circuit Executive 202-216-7340

## **COPIES OF COURT FILES**

Copies of court files can be obtained at the Intake Counter from 9:00 a.m. to 4:00 p.m., Monday through Friday, except legal holidays, at a cost of 50¢ per page.

Contact: Intake Counter 202-216-7280

## **DOCKET INFORMATION:**

See **PACER (Public Access to Court Electronic Records)**

## **EMERGENCY FILINGS**

For information, see the [D.C. Circuit Rules](#), the [D.C. Circuit Handbook of Practice and Internal Procedures](#), and the [Checklist for Emergency Motions](#).

Notification of emergency filings should be given to the Operations Unit and the Special Counsel to the Clerk.

Contact: Operations Unit 202-216-7310  
Alison Grossman, Special Counsel to the Clerk 202-216-7317

## **FEE INFORMATION**

Information regarding fees (i.e., copying, record retrieval, filing notice of appeal or petition for review, true copy certification, etc.) can be found in Appendix I to the Circuit Rules or on the Court's internet site.

Contact: Intake Counter 202-216-7280

## **FILING DEPOSITORY**

The 24-hour, 7 days per week depository is located at the Third Street entrance of the Courthouse. Information on the use of the depository is available from the internet or at the depository box.

Contact: Intake Counter 202-216-7280

## **GOVERNMENT DOCUMENTS**

The Circuit Library is a U.S. Government Depository Library and receives automatically many of the law-related series published by the Federal Government. These documents are available for copying and many can be borrowed on inter-library loan.

Contact: Circuit Library 202-216-7400

## **HISTORICAL SOCIETY OF THE DISTRICT OF COLUMBIA CIRCUIT**

A history of the D.C. Circuit has been prepared by Professor Jeffrey Morris. In addition, oral histories are being prepared by selected bar members who are interviewing judges of D.C. Circuit courts, attorneys, and others who have been part of the history of the Circuit.

Contact: Leith Alvaro, Executive Director 202-216-7346

## **INTER-LIBRARY LOAN (ILL)**

ILL may be arranged by law firm librarians or government librarians through the OCLC Inter-library Loan System. The Circuit Library's OCLC address is UCA.

Contact: Patricia Michalowskij, Circuit Librarian 202-216-7400

## **INTERNET ACCESS TO CASE INFORMATION**

See **PACER (Public Access to Court Electronic Records)**.

## **INTERNET SITE**

The Court's internet site provides access to a range of information about Court activities, including the Court's argument calendar. Circuit Rules, procedures, opinions, and Court forms can be viewed online or downloaded and printed.

Contact: Automation Help Desk 202-216-7440  
webinformation@cadc.uscourts.gov for questions/comments regarding the content of the site

## **JUDICIAL MISCONDUCT COMPLAINTS**

Rules and forms are available on the internet and in the Circuit Executive's Office. Copies will be mailed upon request.

Contact: Steven Gallagher, Deputy Circuit Executive 202-216-7340

## **LIBRARY**

The Circuit Library's public reading room on the third floor of the Courthouse is open to all members of the bar of the Court of Appeals and District Court, as well as pro se litigants and individuals seeking access to the library's government documents. Books will be brought to patrons by library staff between 8:30 a.m. and 4:30 p.m., Monday through Friday, except legal holidays.

Contact: Circuit Library 202-216-7400

## **MANDATES**

To find out whether a mandate has issued, you can call the Clerk's Office Intake Counter or use the internet to access dockets via PACER. Other specific questions should be directed to the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
DJ Reidy, Opinions Clerk 202-216-7291

## **OPINIONS (Published)**

Access to opinions is available through the Court's internet site, [www.cadc.uscourts.gov](http://www.cadc.uscourts.gov). Recent opinions can be searched by date of issue or you can search the full text of opinions. Errors should be brought to the attention of the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
DJ Reidy, Opinions Clerk 202-216-7291

## **ORDERS & JUDGMENTS**

Copies can be obtained at the Clerk's Office Intake Counter. The Court provides free access to "unpublished" judgments by posting them on the court's internet site, [www.cadc.uscourts.gov](http://www.cadc.uscourts.gov). Access to orders and judgments is also provided through the PACER System.

Contact: Intake Counter 202-216-7280

## **ORAL ARGUMENT (Allotment of Time, Case Order, Date & Time, Location of Courtroom, Panel)**

Oral argument information can be obtained by accessing the public calendar that is available on the internet or by accessing the case docket. Specific questions concerning the calendar should be directed to the Calendar Administrator. Questions regarding seating or special arrangements should be directed to the Chief Deputy Clerk.

Contact: Mike McGrail, Calendar Administrator 202-216-7303  
Clifton Cislak, Chief Deputy Clerk 202-216-7302

### **ORAL ARGUMENT (Live Streaming)**

The Court provides live stream audio of all oral arguments, except when classified or sealed matters must be discussed. Questions regarding live streaming should be sent by email to [liveaudiorequest@cadc.uscourts.gov](mailto:liveaudiorequest@cadc.uscourts.gov).

Contact: Clifton Cislak, Chief Deputy Clerk 202-216-7302

### **ORAL ARGUMENT (Recordings)**

Oral argument audio recordings are available free of charge on the Court's internet site by 2:00 p.m. on the same day of the oral argument. Specific questions should be directed to the Courtroom Deputy.

Contact: Anne Rothenberger, Courtroom Deputy 202-216-7315

### **ORAL ARGUMENT (Transcript)**

Information on how to request a transcript of an oral argument is available on the Court's internet site. Specific questions should be directed to the Courtroom Deputy.

Contact: Anne Rothenberger, Courtroom Deputy 202-216-7315

### **PACER (Public Access to Court Electronic Records)**

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from the CM/ECF system of any federal court via the internet. The PACER Case Locator is an additional national index to federal cases offered as part of the PACER service. The index serves as a search tool where users may conduct nationwide searches to determine whether or not a party is involved in federal litigation, or to find cases based on nature of suit or bankruptcy chapter. Search results show party name, case number, court where the case was filed, filing date, and provide a hyperlink to the electronic docket.

You should review the Electronic Public Access Fee Schedule, located on the Court's internet site, for information on any electronic access fees that may apply. If you do not already have a PACER account, call the PACER Service Center to set up an account or register on-line at [www.pacer.gov](http://www.pacer.gov).

D.C. Circuit docket sheets, orders, judgments, briefs and case documents can be accessed through the PACER link on the Court's internet site. Callers needing specific case information should contact the Clerk's Office Intake Counter or the Operations Unit.

Contact: PACER Service Center 800-676-6856  
Intake Counter 202-216-7280  
Operations Unit 202-216-7310

### **PETITIONS FOR REHEARING & PETITIONS FOR REHEARING EN BANC**

Petitions for rehearing and petitions for rehearing en banc are governed by to Fed. R. App. P. 35 and 40, as supplemented by the Circuit Rules.

Contact: Alison Grossman, Special Counsel to the Clerk 202-216-7317

### **RECORD RETRIEVAL**

Inquiries can be directed to the Clerk's Office Intake Counter or File Room.

Contact: Intake Counter 202-216-7280  
File Room 202-216-7277

## **SEALED DOCUMENTS**

General inquiries about how to file sealed material can be directed to the Case Administrators, 202-216-7310. Attorneys who experience problems electronically filing sealed material can be referred to Clifton Cislak, Chief Deputy Clerk, 202-216-7302.

Requests from chambers for electronic access to sealed material in SharePoint should be directed to Clifton Cislak, Chief Deputy Clerk, 202-216-7302, or Scott Atchue, Operations Manager, 202-216-7288. In their absence, requests should be sent to Amy Yacisin, CM/ECF Analyst, 202-216-7299.

Requests for sealed district court documents should be sent to Alison Grossman, Special Counsel to the Clerk, 202-216-7317.

## **TRANSIT SUBSIDY/SMARTBENEFITS PROGRAM**

Contact Christian Murphy, Intake Deputy/Court Services, at 202-216-7281.

## **TRAVEL**

Questions about court-related travel should be directed to Megan Jackson, Financial Administrator, at 202-216-7298.