

# Revisions to Handbook of Practice and Internal Procedures

(New language is marked by underlining and deletions are marked by strike-outs.)

## I. INTRODUCTION TO THE COURT

### A. PHYSICAL FACILITIES

The United States Court of Appeals for the District of Columbia Circuit is located in the E. Barrett Prettyman United States Courthouse on Constitution Avenue between Third Street and John Marshall Park, Northwest, Washington, D.C. The mailing address is: E. Barrett Prettyman United States Courthouse, 333 Constitution Avenue, N.W., Washington, D.C. 20001-2866. The principal facilities of the Court are the judges' chambers, the courtroom, the Office of the Circuit Executive, the Office of the Clerk (which includes the Legal Division), and the ~~Judges'~~ Circuit Library. The judges' chambers are located on the third and fifth floors of the Courthouse. The ~~Judges'~~ Circuit Library is located on the third floor. The Office of the Circuit Executive is located on the fourth floor. The Office of the Clerk and the Legal Division are located on the fifth and third floors, respectively.

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#### *3. Office of the Clerk*

The public Office of the Clerk is located in Room 5523. This is where the dockets — the official records of cases before the Court — are kept, all filings with the Court are made, and orders of the Court are issued. The file room where the public may inspect filings also is located in Room 5523. Both the file room and the public office are open between 9 a.m. and 4 p.m., Monday through Friday, except ~~legal~~ federal holidays and any other day designated by the Chief Judge. A filing depository, available 24 hours a day, 7 days a week, is located inside the Third Street entrance to the Courthouse. *See infra* Part II.C.2.

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#### *5. Library*

The ~~Judges'~~ Circuit Library, located on the third floor of the Courthouse, may be used by court personnel, members of the bar of the Court of Appeals or the District Court, and any person who is counsel or a party in a case pending in this Circuit, or by the permission of a judge of this Circuit. Any person wishing to use the government document collection will be admitted for that purpose, subject to generally applicable security and other restrictions. Library hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, except ~~legal~~ federal holidays and any other day designated by the Chief Judge.

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## B. PERSONNEL

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### 6. *Librarian*

The Judges' Circuit Library is administered by the Circuit Librarian and the Deputy Circuit Librarian.

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## II. PRELIMINARY MATTERS

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## C. FILINGS

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### 2. *Timeliness*

(See Fed. R. App. P. 25(a), 26; D.C. Cir. Rules 25, 26, 27(h), 28(e).)

In computing times prescribed for filings, the day of the event from which the prescribed period begins to run is not included. All intermediate days are included. Furthermore, if the last day of the period falls on a Saturday, Sunday, or legal holiday, or a day on which the Clerk's Office is otherwise closed or inaccessible, the period is extended to the next business day. Fed. R. App. P. 26(a)(1), (3); D.C. Cir. Rule 45(b). For forward-counted periods – that is, periods that are measured after an event – “legal holiday” is defined to include a day declared a holiday by the state in which the circuit clerk's principal office is located. Fed. R. App. P. 26(a)(6)(C). Because “state” includes the District of Columbia for purposes of these rules (Fed. R. App. P. 1(b)), any day that has been declared a holiday by the District of Columbia counts as a legal holiday that extends a deadline, but only when computing a forward-counted period. By contrast, if a filing is due 7 days before an event (for example, before a brief is due), that is considered a “backward-counted period,” and if the 7<sup>th</sup> day falls on a District of Columbia holiday, the filing is due that day because state holidays are not legal holidays when computing a backward-counted deadline.

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