

RESOURCE AND CONTACT GUIDE

ADMISSION TO THE BAR

Copies of the Application for Admission can be obtained at the Clerk's Office Intake Counter, downloaded from the Internet, or obtained from the Court's fax-on-demand service. Specific questions should be directed to the Attorney Admissions Clerk.

Contact: Intake Counter 202-216-7280
Shana Thurman, Attorney Admissions Clerk 202-216-7305
Fax-on-Demand 202-216-7200

AGENCY CASES (Assignment of Docket Numbers)

Call Clerk's Office Intake Counter or AVIS.

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: Mark J. Langer, Clerk
U. S. Court of Appeals
E. Barrett Prettyman U.S. Courthouse
333 Constitution Ave., N.W.
Washington, D.C. 20001

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 program director if problems or questions arise during the process.

Contact: VACANT, Director of Alternative Dispute Resolution 202-216-7350

ATTORNEY DISCIPLINE MATTERS

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

Contact: Nancy Dunn, Deputy Special Counsel to the Clerk 202-216-7313
Linda Jones, Operations Manager 202-216-7315

AVIS (Appellate Voice Information System) (See TELEPHONE ACCESS USING AVIS)

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
Mike McGrail, Opinions Clerk 202-216-7303

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. Certain calendar information is available by calling AVIS. A copy of the calendar is posted outside the Clerk's Office.

Contact: Cheri Carter, Calendar Clerk 202-216-7312

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: Martha Tomich, Director of the Legal Division 202-216-7500

CIRCUIT JUDICIAL CONFERENCE

Biennially, the Circuit holds a two-day 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 and Handbook are available on the Court's Internet site. Specific questions should be directed to Case Administrators or the Legal Division.

Contact: Intake Counter 202-216-7280
District Court Cases 202-216-7310
Agency Cases 202-216-7290
Martha Tomich, Director of the Legal Division 202-216-7500

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 or in hard copy through the Clerk's Office Intake Counter. Vouchers are issued at the time of appointment. Specific inquiries regarding pending CJA voucher payments should be directed to the Financial Specialist or the Special Counsel to the Clerk. Inquiries should **not** be directed to judges' chambers (including the Chief Judge).

Contact: Sylvia Brown, Financial Specialist 202-216-7314

COMMITTEES OF THE COURT OF APPEALS

The Court has four committees that include attorney members: the **Advisory Committee on Procedures**, the **Committee on Admissions and Grievances**, the **CJA Panel Committee**, and the **Task Force on Electronic Filing**.

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, 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.

The **Task Force on Electronic Filing** was established in December 1997 to study the issue of electronic filing and to recommend to the court any rules necessary to permit, encourage, or require electronic filing of motions, briefs, records, or other documents. The Task Force consists of four members of the court's staff, along with attorneys from private law firms, nonprofit organizations, regulatory agencies, the Department of Justice, and the Federal Public Defender.

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

COMPLEX CASES

Information about cases screened for "complex" treatment can be obtained from the Legal Division.

Contact: Martha Tomich, Director of the Legal Division 202-216-7500

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. Up to ten pages can be copied in the Clerk's Office at a cost of 50¢ per page and can be done immediately. Anything over ten pages must be sent to the court's authorized photocopying service and will be processed within 24 hours. Payments for copies obtained from the photocopying service are to be made directly to the copy service. Current copy rates are 20¢ per page.

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

DOCKET INFORMATION

AVIS provides real-time docket information. PACER (Public Access to Court Electronic Records) provides public access to D.C. Circuit docket sheets through the court's Internet site in a web-based format. Users must have an account and pay a fee of eight cents per page. (The fee is capped at \$2.40 per document.) Callers needing specific case information should contact the Clerk's Office Intake Counter or the Case Administrators.

Contact: Intake Counter 202-216-7280
District Court Cases 202-216-7310
Agency Cases 202-216-7290

EMERGENCY FILINGS

For information, see the Court's Circuit Rules and the Handbook of Practice and Internal Procedures. Specific inquiries should be directed to the Director of the Legal Division or to the Operations Manager.

Contact: Martha Tomich, Director of the Legal Division 202-216-7500
Linda Jones, Operations Manager 202-216-7315

FAX-ON-DEMAND

Provides a menu of forms that can be faxed automatically to the caller. Forms currently available from the fax-on-demand service include the Court's attorney admissions form and entry of appearance form. In addition, this service provides forms with instructions on using the 24-hour filings depository, instructions for obtaining transcripts or audiotapes of the Court's oral arguments, and information regarding the Court's Appellate Voice Information System (AVIS). More forms will be added to the fax-on-demand service as a need is identified. The system is automated and provides easy to follow instructions. Once a form is selected and a facsimile machine telephone number entered into the service, the requested form will be faxed automatically. The telephone number for this service is 202-216-7200.

FEE INFORMATION

Information regarding fees (i.e., copying, record retrieval, filing notice of appeal, true copy certification, etc.) can be found in Appendix I to the Circuit Rules.

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 at the Clerk's Office Intake Counter, from the Internet, through the fax-on-demand service, or at the depository box.

Contact: Intake Counter 202-216-7280
Fax-on-Demand 202-216-7200

GOVERNMENT DOCUMENTS

The Judges' Library is a U.S. Government Depository Library and receives automatically all 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: 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: Betsy Paret, Circuit Executive 202-216-7340

INDEPENDENT COUNSEL

Copies of orders, opinions and other information that have been publicly released can be obtained at the Clerk's

Office Intake Counter or by calling the contact person(s). Anything publicly released and of media interest will be posted outside the Clerk's Office. Publicly released opinions, Final Independent Counsel Reports, and general independent counsel information can also be accessed through the Court's Internet site.

Contact: Marilyn Sargent, Chief Deputy Clerk 202-216-7300

INTER-LIBRARY LOAN (ILL)

ILL may be arranged by law firm librarians through the OCLC Inter-library Loan System, a nationwide bibliographic utility now subscribed to by most organizations. The Judges' Library's OCLC address is UCA.

Contact: Raicine Robinson, Library Technician 202-216-7400

INTERNET ACCESS TO DOCKETS VIA PACER

PACER (Public Access to Court Electronic Records) provides public access to D.C. Circuit docket sheets, orders and judgments through the court's Internet site in a web-based format. Docket sheets provide case information as of the previous day. There is an access fee of \$.08 per page for access to PACER (with a cap of \$2.40 per document). If you do not already have a PACER account, call the PACER Service Center at 800-676-6856 to set up an account or register on-line at <http://pacer.psc.uscourts.gov/register.html>.

INTERNET ACCESS TO OPINIONS

Recent opinions can be searched by date of issue or you can search the full text of opinions.

INTERNET ACCESS TO THE U.S. PARTY/CASE INDEX

The U.S. Party/Case Index is a national index to federal cases, maintained as part of the PACER Service Center. The Index is searchable by party name, and search results show party name, case number, the court where the case was filed, and the filing date.

INTERNET SITE

The Court's Internet Web 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 on-line or downloaded and printed in hard copy. The Web Site is located at: www.cadc.uscourts.gov

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

JUDICIAL COMPLAINTS

Rules and forms are available on the Internet and in the Clerk's Office. Copies will be mailed upon request.

Contact: Marilyn Sargent, Chief Deputy Clerk 202-216-7300

LIBRARY

The Judges' 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: Library 202-216-7400

MANDATES

To find out whether a mandate has issued, you can call AVIS or 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
Mike McGrail, Opinions Clerk 202-216-7303

MOTIONS and Rule 34(j) CASES

To find out the status of a pending motion, you can call AVIS or the Case Administrator. Information about the status of dispositive motions, contested procedural motions, and cases screened for disposition without oral argument can be obtained from the Legal Division.

Contact: District Court Cases 202-216-7310
Agency Cases 202-216-7290
Martha Tomich, Director of the Legal Division 202-216-7500

OPINIONS (Published)

Access to opinions is now available through the Court's Internet site. Recent opinions can be searched by date of issue or you can search the full text of opinions. Corrections should be directed to the attention of the Opinions Clerk.

Contact: Intake Counter 202-216-7280
Mike McGrail, Opinions Clerk 202-216-7303

ORDERS & JUDGMENTS

Copies can be obtained at the Clerk's Office Intake Counter. Copies of per curiam orders and judgments are placed in a box outside the Clerk's Office and are available for viewing. Access to the orders and judgments is also provided through the PACER System (see DOCKET INFORMATION).

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. Copies are posted outside the Clerk's Office and are available at the Clerk's Office Intake Counter. Specific questions concerning the calendar should be directed to the Calendar Clerk.

Contact: Cheri Carter, Calendar Clerk 202-216-7312

ORAL ARGUMENT (Tapes)

Information on listening to or purchasing oral argument tapes is available from the Clerk's Office Intake Counter, can be downloaded from the Internet, or obtained from the Court's fax-on-demand service.

Contact: Intake Counter 202-216-7280
Fax-on-Demand 202-216-7200

ORAL ARGUMENT (Transcript)

Information on how to request a transcript of an oral argument can be obtained at the Clerk's Office Intake Counter or File Room, downloaded from the Internet, or obtained from the Court's fax-on-demand service.

Contact: Intake Counter 202-216-7280
File Room 202-216-7299
Fax-on-Demand 202-216-7200

PETITIONS FOR REHEARING & PETITIONS FOR REHEARING EN BANC

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

Contact: Nancy Dunn, Deputy Special Counsel to the Clerk (202) 216-7313

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

TELEPHONE ACCESS USING AVIS

The Appellate Voice Information System (AVIS) is an automated voice response system that provides case information in response to touch-tone telephone inquiries. Callers receive up-to-date docket information including the parties' names; opening and closing dates; judgments and mandates issuance dates; and oral argument dates, times and panels. AVIS may be accessed by dialing 1-800-552-8621 or, locally, at 202-273-0926. There is no cost for this service.