

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
CLERK'S OFFICE DIRECTORY**

**OFFICE OF THE CLERK
21400 U.S. COURTHOUSE
601 MARKET STREET
PHILADELPHIA, PA 19106**

PUBLIC INFORMATION - MAIN NUMBER - 215-597-2995

Yullio Robbins, Public Information Clerk/Attorney Admissions

267-299-4909

ECF Help Desk - 267-299-4970

Email Address: ecf_helpdesk@ca3.uscourts.gov

Hours of operation 9:00 am to 4:00 pm.

CASE OPENING SPECIALISTS - Questions about the initial intake and opening of an appeal or petition should be directed to the case opening specialists.

Susan Acerba (Case Intake/Assignments Specialist)

sma

267-299-4920

Laura Davis (Case Intake/Assignments Specialist)

lld

267-299-4925

CASE MANAGERS TEAM - Questions about the docketing of a case, ordering transcripts of district court proceedings, entry of appearance, civil information statements, motions, and rehearing petitions should be directed to the case manager. The name of the case manager assigned to a case was sent to you with the case opening letters; the initials of the case manager also appear in red at the top right corner of the docket sheet in CM/ECF. The initials and phone numbers are listed below.

Pam Batts

pdb

267-299-4943

Marianne Bowers

mb

267-299-4911

Caitlyn Craven

cjs

267-299-4915

Shannon Craven

slc

267-299-4959

Chanel Gaines

crg

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Carmen Hernandez

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267-299-4251

Tina Koperna

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267-299-4930

Aina Laws

arl

267-299-4957

Lynn Lopez

lml

267-299-4922

Timothy McIntyre

tmm

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Maria Reyes

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Phyllis Ruffin

par

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Carmella Wells

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Desiree White-Banks	dwb	267-299-4252
Tonya Wyche	tyw	267-299-4938
Gina M. Amato	gma	267-299-4921

CALENDARING/BRIEF PROCESSING

For questions about the scheduling/calendaring of a case, oral argument, CD's of argument or video argument, please call **215-597-2995** and then **press 3**.

For questions about briefs or appendices, please call **215-597-2995** and **press 2**.

ATTORNEYS / LEGAL ASSISTANTS

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Kelly McGrady-Cosgrove	Motions Attorney	267-299-4913
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