UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

ADMINISTRATIVE AGENCY CASE MANAGEMENT CHECKLIST

FOR USE BY ATTORNEYS AND LITIGANTS

Short Case Caption _____ **U.S.C.A.** _____

No.	EVENT	CURRENT DUE DATE	ACTUAL COMPLETION DATE
1.	File Petition, Application, or Notice of Appeal		
2.	File civil appeals docketing statement		
3.	Satisfy U.S. Court of Appeals docket fee		
4.	Case docketed; docketing letter transmitted	[by clerk, U.S. Court of Appeals]	
5.	Setting of briefing schedule	[by clerk, U.S. Court of Appeals]	
6.	Submit certificate of record	[by agency or tax court]	
7.	Submission of opening brief and excerpts or copies of administrative proceedings		
8.	Submission of Respondent's brief		
9.	Submission of reply brief (optional)		
10.	Calendaring		
11.	Record on Appeal	[by agency or tax court]	
12.	Issuance of hearing notice	[by clerk, U.S. Court of Appeals]	
13.	Hearing		
14.	Submission		
15.	Decision		
16.	Filing of petition for rehearing (optional)		
17.	Issuance of mandate		
18.	Petition for writ of certiorari (to U.S. Supreme Court)		