

UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT
NON-CRIMINAL 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 Notice of Appeal	_____	_____
2 .	Appellant files civil appeals docketing statement, if applicable	_____	_____
3 .	Satisfy U.S. Court of Appeals docket fee	_____	_____
4 .	Transmit docket entries and Notice of Appeal	[from trial court clerk to U.S. Court of Appeals]	
5 .	Case docketed; docketing letter transmitted	[by clerk, U.S. Court of Appeals]	
6 .	Briefing schedule order filed and transmitted	[by clerk, U.S. Court of Appeals]	
7 .	Appellant identifies portions of transcript necessary for appeal and notifies Appellee; or notifies Appellee that no transcripts are requested	_____	_____
8 .	Appellee selects portions of transcript necessary for appeal and notifies Appellant	_____	_____
9 .	Appellant designates and orders all portions of transcript necessary for appeal or notifies district court no transcripts will be ordered	_____	_____
10 .	Appellant notifies U.S. Court of Appeals that transcript has been ordered or no transcript will be ordered.	_____	_____
11 .	Notification of transcript ordering	[by court reporter]	
12 .	Completion and filing of court reporter's transcript	[by court reporter]	
13 .	Submission of certificate of record	[by trial court clerk]	
14 .	Submission of Appellant's opening brief and excerpt of record	_____	_____
15 .	Submission of Appellee's brief	_____	_____
16 .	Transmission of reporter's transcript and if requested, the clerk's record on appeal	[by trial court clerk]	
17 .	Submission of Appellant's reply brief (optional)	_____	_____
18 .	Calendaring	_____	_____
19 .	Issuance of hearing notice	[by clerk, U.S. Court of Appeals]	
20 .	Hearing	_____	_____
21 .	Submission	_____	_____
22 .	Decision	_____	_____
23 .	Filing of petition for rehearing (optional)	_____	_____
24 .	Issuance of mandate	_____	_____
25 .	Petition for writ of certiorari (to U.S. Supreme Court)	_____	_____