

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 & 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 appellee 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)		