

United States Court of Appeals

District of Columbia Circuit
Washington, D.C. 20001-2866

General Info (202)216-7000

Fax No. (202)219-8530

CHECKLIST FOR EMERGENCY MOTIONS

Type of motion: _____ When will it be filed (Date & Time)? _____

Disposition needed by (Date & Time): _____ Why? _____

Will the motion be served by hand? _____ If not, why not? _____

Date of Lower Ct/Agcy decision: _____ When will copies be provided the court? _____

Status of Lower Ct/Agency Proceedings: _____

Any hearings scheduled? _____ When? _____

Status of motion for stay/injunction pending appeal filed with lower court or agency? _____

Is there a case pending in USCA now? _____ Case No.& Caption _____

When will disclosure statements be filed? _____

If a NOA or P/R has not been filed, when will one be? _____

Brief description of case: (What is happening & when?) _____

Name of counsel _____

Office Phone # _____ Home Phone # _____ Fax Phone # _____

Name of opposing counsel _____

Office Phone # _____ Home Phone # _____ Fax Phone # _____

Comments: _____

FOR CLERK'S OFFICE USE ONLY

Deputy Clerk _____ Date & Time _____

Who notified in LD? _____

ROUTING

_____ Clerk	_____ Team Leader	Staff Attorney Assigned _____
_____ Ch. Deputy Clerk	_____ Supv/Op Unit	_____ Other _____
_____ LD Office	_____ Intake	

