

**UNITED STATES COURT OF APPEALS  
DISTRICT OF COLUMBIA CIRCUIT**

333 Constitution Avenue, NW  
Washington, DC 20001-2866  
Phone: 202-216-7000 | Facsimile: 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?  Yes  No If not, why not? \_\_\_\_\_

Date of Lower Court/Agcy Decision: \_\_\_\_\_ When will copies be provided to the court? \_\_\_\_\_

Status of Lower Court/Agency proceedings: \_\_\_\_\_

Any hearings scheduled?  Yes  No When? \_\_\_\_\_

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

Is there a case pending in USCA now?  Yes  No Case No. and Caption: \_\_\_\_\_

When will disclosure statements be filed? \_\_\_\_\_

If a Notice of Appeal or Petition for Review has not been filed, when will one be? \_\_\_\_\_

Brief description of the case: (What is happening & when?):  
\_\_\_\_\_  
\_\_\_\_\_

Name of counsel: \_\_\_\_\_

Office #:(\_\_\_\_) \_\_\_\_\_ Home #:(\_\_\_\_) \_\_\_\_\_ Fax #:(\_\_\_\_) \_\_\_\_\_

Name of opposing counsel: \_\_\_\_\_

Office #:(\_\_\_\_) \_\_\_\_\_ Home #:(\_\_\_\_) \_\_\_\_\_ Fax #:(\_\_\_\_) \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CLERK'S OFFICE USE ONLY** Deputy Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Who is notified in LD? \_\_\_\_\_ Time: \_\_\_\_\_

**ROUTING**

Staff Attorney Assigned: \_\_\_\_\_ Other: \_\_\_\_\_

Clerk \_\_\_\_\_ Ch. Deputy Clerk \_\_\_\_\_ LD Office \_\_\_\_\_ Team Leader \_\_\_\_\_ Supv/Op Unit \_\_\_\_\_ Intake \_\_\_\_\_