

**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 _____