

Legal Secretary Federal Litigation

4th Edition

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Contact us at (800) 440-4780 or www.jamespublishing.com

(Rev. 34, 8/13)

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Revision Editor
James Publishing
3505 Cadillac Ave., Suite P-101
Costa Mesa, CA 92626

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James Publishing, Inc.
ISBN 1-58012-005-9

| | |
|----------------------|----------------------|
| Second Edition, 9/81 | Revision 17, 11/2004 |
| Third Edition, 11/86 | Revision 18, 8/2005 |
| Fourth Edition, 7/96 | Revision 19, 2/2006 |
| Revision 1, 1/97 | Revision 20, 8/2006 |
| Revision 2, 6/97 | Revision 21, 2/2007 |
| Revision 3, 11/97 | Revision 22, 8/2007 |
| Revision 4, 5/98 | Revision 23, 3/2008 |
| Revision 5, 12/98 | Revision 24, 9/2008 |
| Revision 6, 6/99 | Revision 25, 2/2009 |
| Revision 7, 12/99 | Revision 26, 8/2009 |
| Revision 8, 7/2000 | Revision 27, 2/2010 |
| Revision 9, 12/2000 | Revision 28, 8/2010 |
| Revision 10, 6/2001 | Revision 29, 2/2011 |
| Revision 11, 12/2001 | Revision 30, 9/2011 |
| Revision 12, 5/2002 | Revision 31, 2/2012 |
| Revision 13, 10/2002 | Revision 32, 8/2012 |
| Revision 14, 5/2003 | Revision 33, 2/2013 |
| Revision 15, 11/2003 | Revision 34, 8/2013 |
| Revision 16, 5/2004 | |

Preface

If you have experienced the frustration of having documents returned by the court for noncompliance with local rules or filing requirements, then you know the importance of having the most current court rules and requirements at hand. *LEGAL SECRETARY FEDERAL LITIGATION* was designed to meet your needs.

LEGAL SECRETARY FEDERAL LITIGATION provides fast access to names and telephone numbers of judges, clerks and deputies, addresses of courts, and filing requirements, which will save hours of staff time and allow for more effective management of federal cases. The clerk of every court is contacted directly to ensure that the information we provide is accurate and current.

In the Fourth Edition, we have reorganized the book to provide easier access to vital information. In addition, we have expanded the procedures for the district courts, appellate courts, the Supreme Court, and special courts. The book is separated into eight chapters, as follows:

- Chapter One: Overview of the Federal Court System
- Chapter Two: Federal Litigation Procedure
- Chapter Three: District Court Directory and Filing Requirements
- Chapter Four: Appellate Court Procedure
- Chapter Five: Appellate Court Directory and Filing Instructions
- Chapter Six: Supreme Court Directory and Procedures
- Chapter Seven: Special Courts Directory and Procedures
- Chapter Eight: Directory of Federal Agencies

Consistent with the technological information age, the courts are expanding their services by availing themselves to technology. As of this writing, all of the district and bankruptcy courts offer electronic filing through the CM/ECF system. In addition, as of March 2010, all courts of appeals have implemented CM/ECF. There have been millions of cases managed electronically, and 450,000 attorneys currently use the system. CM/ECF is currently being expanded to offer digital audio recordings of hearings online. Currently, a few district courts offer digital audio recordings on the Internet at significant cost savings. When all courts offer digital audio recordings online, all of a case's records will be available online. In addition, a new, three-year pilot project that started in July 2011 will post videos of civil courtroom proceedings online. See §115 for more information.

Another pilot that was introduced in 2011 is the FDsys system. It was developed by the Government Printing Office, and promises to make court opinions more readily available to the public. More than 12,000 opinions were posted from three of the pilot courts, the Court of Appeals for the Eighth Circuit, the District Court in Rhode Island, and the Bankruptcy Court for the Southern District of Florida. Now, FDsys is the Government Printing Office's official system for free access online information from all three branches of the Federal Government. The information on FDsys is current and updated daily. Learn more about FDsys at <http://www.gpo.gov/fdsysinfo/aboutfdsys.htm>. In addition to FDsys, opinions can be accessed free of charge from PACER. Some courts also post opinions on their court websites, which can be accessed free of charge.

A few courts of appeals have added Real Simple Syndication (RSS) feeds for both opinions and audio recordings of oral arguments to their websites. The First, Third, Seventh, Eighth, Ninth, and Eleventh Circuits deliver web content directly to interested parties, eliminating e-mail notification. Updated information from the RSS feed is automatically downloaded to a user's computer and can be viewed in Internet

Explorer or other browsers. It is used to disseminate opinions and court information. In addition, the Eighth Circuit includes podcasts and oral arguments in MP3 format. Courts who do not use the RSS feeds offer other services, such as audio recordings of oral arguments from their websites.

Effective July 1, 2013, the U.S. Supreme Court amended its procedural rules. Those amendments have been incorporated into Chapter 6. The Supreme Court's clerk, William K. Suter, announced his retirement effective August 30, 2013. As of the date of this supplement, the new clerk had not been chosen.

Courts have been personally contacted to ensure an accurate update of all information. Information in this supplement is current to June 2013. If you have a suggestion, or if a change has occurred since the publication of this revision, we would appreciate hearing from you.

Pamela Everett Nollkamper

Dedication

This book is dedicated to the memory of my father and best friend, Richard W. Bunnell, whose life was a demonstration of the meaning of love.

PEN

About the Author

Pamela Everett Nollkamper is President of Gem Legal Management, Inc. a corporation that provides consultant services to law firms and corporations. Ms. Everett-Nollkamper is an instructor in the paralegal programs of Saddleback College and Fullerton College in Orange County, California. She is a member of the Legal Assistant Advisory Committees of Fullerton College and Saddleback College.

In addition to authoring this book, Ms. Everett Nollkamper's writing credits include author of *BANKRUPTCY COURTS AND PROCEDURES* (James Publishing), *FUNDAMENTALS OF LAW OFFICE MANAGEMENT* (West Publishing), co-author of *LIMITED LIABILITY COMPANY* (James Publishing) and articles for various legal publications including *LEGAL ASSISTANT TODAY Magazine*.

Ms. Everett Nollkamper holds a bachelor's of science degree in Vocational Education from California State University at Long Beach and a master's degree in Management from the University of Redlands. She is listed in *WHO'S WHO OF AMERICAN LAW*, *WHO'S WHO OF EMERGING LEADERS OF AMERICA*, *WHO'S WHO OF AMERICAN EDUCATION*, *WHO'S WHO OF AMERICAN WOMEN*, *WHO'S WHO OF FINANCE AND INDUSTRY*, *THE INTERNATIONAL WHO'S WHO OF WOMEN*, and *WHO'S WHO IN THE WORLD*.

Information Current

All information contained in this supplement was verified as accurate and current through June 2013 by clerks of the various courts.

Table of Contents

Chapter 1

Overview of the Federal Court System

- §100 Summary of the Federal Court System**
 - §101 United States District Courts
 - §102 United States Courts of Appeals
 - §103 United States Supreme Court
 - §104 Federal Judges
- §110 Electronic Access to Court Records**
 - §111 PACER — Public Access to Court Electronic Records
 - §112 Case Management/Electronic Case Filing
 - §113 Electronic Access to Transcripts of Federal Court Proceedings
 - §114 Video and Telephonic Conferencing
 - §115 Digital Recordings of Proceedings
- §120 Schedule of Fees**

Chapter 2

Federal Litigation Procedure

- §200 Introduction**
 - §201 Computing Time and Court Holidays
 - §202 Understanding Case Numbers
- §210 Summons, Complaint, Civil Cover Sheet, and Disclosure Statement**
 - §211 Summons
 - §211.1 Sample: Summons
 - §212 Complaint
 - §212.1 Caption
 - §212.2 Statement of Jurisdiction
 - §212.3 Statement of Facts
 - §212.4 Prayer for Relief
 - §212.5 Signatures and Verification
 - §212.6 Sample: Complaint
 - §212.7 Verification
 - §213 Amendment of Complaint
 - §214 Civil Cover Sheet
 - §215 Disclosure Statement
 - §216 Notice of Constitutional Challenge to a Statute
- §220 Service of Summons and Complaint**
 - §221 Waiver of Service of Summons
 - §221.1 Sample: Notice of Lawsuit and Request to Waive Service of a Summons
 - §221.2 Sample: Waiver of the Service of Summons
 - §222 Service by Mail

- §223 Service by U.S. Marshal
- §224 Service by Private Person
- §225 Service on U.S. Government or State Government
- §226 Service Outside State
- §227 Service on Military Personnel
- §228 Service Outside United States
 - §228.1 Letter of Request (Letter Rogatory)
 - §228.2 Federal Statute
 - §228.3 International Treaty
 - §228.4 Sample: Letter of Request
- §230 Answer to Complaint**
 - §231 Caption
 - §232 Denials
 - §233 Admissions
 - §234 Affirmative Defenses
 - §235 Prayer for Relief
 - §236 Signatures and Verification
 - §237 Sample: Answer
 - §238 Certificate of Service
 - §238.1 Sample: Certificate of Service
- §240 Cross-Claims, Counterclaims, Third-Party Complaints and Responses Thereto**
 - §241 Cross-Claims and Counterclaims
 - §241.1 Sample: Counterclaim
 - §242 Third-Party Complaints
 - §242.1 Sample: Summons on Third-Party Complaint
 - §242.2 Sample: Third-Party Complaint
 - §243 Response to Cross-Claims, Counterclaims and Third-Party Complaints
- §250 Motions**
 - §251 Service of Motions
 - §252 Affidavits in Opposition
 - §253 Court Orders
 - §254 Sample: Notice of Motion
 - §255 Sample: Motion to Bring in Third-Party Defendant
 - §256 Sample: Order
 - §257 Motion Timetable
- §260 Discovery**
 - §261 Initial Disclosure
 - §261.1 Sample: Report of Parties' Planning Meeting
 - §262 Interrogatories
 - §262.1 Who May Be Served
 - §262.2 Answering Interrogatories
 - §262.3 Objecting to Interrogatories
 - §263 Request for Production of Documents or Things
 - §263.1 Filing and Service Requirements
 - §263.2 Responding to a Request for Production of Documents
 - §263.3 Objecting to a Request for Production
 - §263.4 Sample: Request for Production of Documents

- §264 Depositions
 - §264.1 Length of Deposition
 - §264.2 When Depositions Are Taken
 - §264.3 Notice Requirements
 - §264.4 Contesting a Notice of Deposition
 - §264.5 Sanctions for Non-Appearance
 - §264.6 Deposition Subpoenas
 - §264.7 Deposition Upon Written Questions
 - §264.8 Sample: Notice of Deposition
- §265 Requests for Admissions
 - §265.1 Responding to Requests for Admissions
 - §265.2 Objecting to Requests for Admissions
- §266 Physical and Mental Examinations
- §267 Subpoenas
 - §267.1 Nonparty Production of Documents or Things
 - §267.2 Service of Subpoenas
 - §267.3 Responding and Objecting to a Subpoena
 - §267.4 Sample: Response and Objections to Subpoena
- §270 Removals**
 - §271 Filing the Notice of Removal
 - §272 Procedures After Removal
 - §273 Remand
 - §274 Sample: Notice of Removal
- §280 Checklists**
 - §281 Summons and Complaint
 - §282 Answer
 - §283 Cross-Claims, Counterclaims, Third-Party Complaints
 - §284 Motions
 - §285 Discovery
 - §285.1 Interrogatories
 - §285.2 Depositions
- §290 Federal Litigation Timetable**

Chapter 3

District Court Directory and Filing Requirements

- §300 Introduction**
- §301 Alabama**
 - §301.1 Alabama, Northern
 - §301.2 Alabama, Middle
 - §301.3 Alabama, Southern
- §302 Alaska**
- §303 Arizona**
- §304 Arkansas**
 - §304.1 Arkansas, Eastern
 - §304.2 Arkansas, Western

- §305 California**
 - §305.1 California, Northern
 - §305.2 California, Eastern
 - §305.3 California, Central
 - §305.4 California, Southern
- §306 Colorado**
- §307 Connecticut**
- §308 Delaware**
- §309 District of Columbia**
- §310 Florida**
 - §310.1 Florida, Northern
 - §310.2 Florida, Middle
 - §310.3 Florida, Southern
- §311 Georgia**
 - §311.1 Georgia, Northern
 - §311.2 Georgia, Middle
 - §311.3 Georgia, Southern
- §312 Guam**
- §313 Hawaii**
- §314 Idaho**
- §315 Illinois**
 - §315.1 Illinois, Northern
 - §315.2 Illinois, Central
 - §315.3 Illinois, Southern
- §316 Indiana**
 - §316.1 Indiana, Northern
 - §316.2 Indiana, Southern
- §317 Iowa**
 - §317.1 Iowa, Northern
 - §317.2 Iowa, Southern
- §318 Kansas**
- §319 Kentucky**
 - §319.1 Kentucky, Eastern
 - §319.2 Kentucky, Western
- §320 Louisiana**
 - §320.1 Louisiana, Eastern
 - §320.2 Louisiana, Middle
 - §320.3 Louisiana, Western
- §321 Maine**
- §322 Maryland**
- §323 Massachusetts**
- §324 Michigan**
 - §324.1 Michigan, Eastern
 - §324.2 Michigan, Western
- §325 Minnesota**
- §326 Mississippi**
 - §326.1 Mississippi, Northern
 - §326.2 Mississippi, Southern

- §327 **Missouri**
 - §327.1 Missouri, Eastern
 - §327.2 Missouri, Western
- §328 **Montana**
- §329 **Nebraska**
- §330 **Nevada**
- §331 **New Hampshire**
- §332 **New Jersey**
- §333 **New Mexico**
- §334 **New York**
 - §334.1 New York, Northern
 - §334.2 New York, Southern
 - §334.3 New York, Eastern
 - §334.4 New York, Western
- §335 **North Carolina**
 - §335.1 North Carolina, Eastern
 - §335.2 North Carolina, Middle
 - §335.3 North Carolina, Western
- §336 **North Dakota**
- §337 **Ohio**
 - §337.1 Ohio, Northern
 - §337.2 Ohio, Southern
- §338 **Oklahoma**
 - §338.1 Oklahoma, Northern
 - §338.2 Oklahoma, Eastern
 - §338.3 Oklahoma, Western
- §339 **Oregon**
- §340 **Pennsylvania**
 - §340.1 Pennsylvania, Eastern
 - §340.2 Pennsylvania, Middle
 - §340.3 Pennsylvania, Western
- §341 **Puerto Rico**
- §342 **Rhode Island**
- §343 **South Carolina**
- §344 **South Dakota**
- §345 **Tennessee**
 - §345.1 Tennessee, Eastern
 - §345.2 Tennessee, Middle
 - §345.3 Tennessee, Western
- §346 **Texas**
 - §346.1 Texas, Northern
 - §346.2 Texas, Southern
 - §346.3 Texas, Eastern
 - §346.4 Texas, Western
- §347 **Utah**
- §348 **Vermont**
- §349 **Virgin Islands**

- §350 Virginia**
 - §350.1 Virginia, Eastern
 - §350.2 Virginia, Western
- §351 Washington**
 - §351.1 Washington, Eastern
 - §351.2 Washington, Western
- §352 West Virginia**
 - §352.1 West Virginia, Northern
 - §352.2 West Virginia, Southern
- §353 Wisconsin**
 - §353.1 Wisconsin, Eastern
 - §353.2 Wisconsin, Western
- §354 Wyoming**

Chapter 4

Appellate Court Procedures

- §400 Commencing an Appeal**
 - §401 Appellate Schedule
 - §402 Sample: Notice of Appeal
 - §403 Serving the Notice of Appeal
 - §404 Appeals From an Interlocutory Order
 - §405 Representation Statement
- §410 Record on Appeal**
 - §411 Transcript of Proceedings
 - §412 Electronic Transcripts
- §420 Appellate Briefs**
 - §421 Appellant’s Briefs
 - §421.1 Appellant’s Brief — When to File
 - §421.2 Appellant’s Brief — Number of Copies
 - §422 Appellee’s Brief
 - §422.1 Appellee’s Brief — When to File
 - §422.2 Appellee’s Brief — Number of Copies
 - §423 Amicus Curiae Brief
 - §423.1 Amicus Curiae — Content and Form
 - §423.2 Amicus Curiae — Length
 - §423.3 Amicus Curiae — When to File
 - §424 Electronic Briefs
 - §425 Preparation of Briefs
 - §425.1 Length of Briefs
 - §425.2 Certificate of Compliance
 - §425.3 Corporate Disclosure Statement
 - §425.4 Preparation of Brief Cover
 - §425.5 Sample: Brief Cover
 - §425.6 Preparation of Table of Contents
 - §425.7 Sample: Table of Contents
 - §425.8 Table of Citations and Authorities

- §425.9 Sample: Table of Citations and Authorities
- §425.10 Jurisdictional Statement
- §426 Tips and Suggestions
- §430 Appendix**
 - §431 Deferred Appendix
 - §432 Appendix Organization
 - §433 Preparation of Appendix
 - §434 When to File the Appendix
 - §435 Number of Copies Filed
 - §436 Exhibits
- §440 Appeal Timetable**

Chapter 5

Appellate Court Directory and Filing Instructions

- §500 First Circuit**
- §501 Second Circuit**
- §502 Third Circuit**
- §503 Fourth Circuit**
- §504 Fifth Circuit**
- §505 Sixth Circuit**
- §506 Seventh Circuit**
- §507 Eighth Circuit**
- §508 Ninth Circuit**
- §509 Tenth Circuit**
- §510 Eleventh Circuit**
- §511 Federal Circuit**
- §512 District of Columbia**

Chapter 6

Supreme Court Directory and Procedures

- §600 U.S. Supreme Court Directory**
 - §601 Obtaining the Court's Opinions
 - §602 Admission to the Supreme Court
 - §603 Jurisdiction and Types of Actions Heard by the Supreme Court
- §610 Request for Review by Petition for Writ of Certiorari**
 - §611 Filing a Petition for Writ of Certiorari
 - §611.1 Appendix
 - §611.2 Certificate of Service
 - §611.3 Number of Copies to be Filed
 - §611.4 When to File Petition

- §612 Proceedings *In Forma Pauperis*
- §613 Notification of Docketing
- §614 Conditional Cross-Petition
- §615 Transmittal of the Record
- §616 Respondents' Opposition Briefs
- §617 Reply and Supplemental Briefs
- §618 Ruling on the Petition
- §620 Procedures in Original Actions**
 - §621 Commencing an Action
 - §622 Opposing a Motion to File Original Action
 - §623 Disposition of the Case
- §630 Review by Direct Appeal**
 - §631 Dismissal of Appeal
 - §632 Jurisdictional Statement and Appendix
 - §633 Conditional Cross-Appeal
 - §634 Responding to the Appellant's Jurisdictional Statement
 - §635 Appellant's Opposition to Appellee's Motion to Dismiss or Affirm
 - §636 Supplemental Briefs
 - §637 Disposition
- §640 Review of Certified Question**
 - §641 Commencing the Case
 - §642 Petitioner's Brief on the Merits
 - §643 Respondent's Brief on the Merits
 - §644 Petitioner's Reply Brief on the Merits
 - §645 Supplemental Brief on the Merits
 - §646 Joint Appendix
 - §646.1 Preparing the Joint Appendix
 - §646.2 Exhibits
 - §646.3 Filing the Joint Appendix
 - §646.4 Statement of Costs
- §650 Petition for Extraordinary Writ**
 - §651 Preparing and Filing Petition
 - §652 Opposing the Petition
 - §653 Disposition
- §660 Motions**
 - §661 Motion for Oral Argument
 - §662 Motion to Extend Time
- §670 Preparation of Supreme Court Documents**
 - §671 Preparation of Documents Pursuant to Rule 33.1
 - §672 Preparing Documents Pursuant to Rule 33.2
 - §673 Amicus Curiae Briefs
 - §674 Brief Cover
 - §674.1 Sample: Supreme Court Brief Cover
 - §675 Table of Document Requirements
 - §676 Electronic Submission of Briefs
- §680 Supreme Court Fees**
- §690 Supreme Court Timetable**

Chapter 7

Special Courts Directory and Procedures

§700 U.S. Court of Federal Claims

- §701 Court Directory
- §702 Jurisdiction
- §703 Filing Requirements
- §704 Timetable
- §705 Fees

§710 U.S. Court of International Trade

- §711 Court Directory
- §712 Jurisdiction
- §713 Filing Requirements
- §714 Fees

§720 United States Judicial Panel on Multidistrict Litigation

- §721 Court Directory
- §722 Jurisdiction
- §723 Filing Requirements
- §724 Timetable
- §725 Fees

§730 U.S. Tax Court

- §731 Court Directory
- §732 Jurisdiction
- §733 Filing Requirements
- §734 Fees

§740 Civilian Board of Contract Appeals

- §741 Court Directory
- §742 Jurisdiction
- §743 Procedures
 - §743.1 Contract Disputes Act and Indian Self-Determination Act Cases
 - §743.2 Federal Crop Insurance Corporation Cases
 - §743.3 Claims by Federal Civilian Employees for Travel and Relocation Expenses
 - §743.4 Requests of Carriers for Review of GSA Audit Actions
 - §743.5 Application for Recovery of Litigation Costs
 - §743.6 Request for FEMA Arbitration
 - §743.7 Appeal Timetable
- §744 Filing Requirements

§750 U.S. Court of Appeals for the Armed Forces

- §751 Court Directory
- §752 Jurisdiction
- §753 Procedures
 - §753.1 Petition for Grant of Review
 - §753.2 Certificate for Review
 - §753.3 Certificate for Review in Extraordinary Relief Cases

- §753.4 Mandatory Review Cases
- §753.5 Petition for Extraordinary Relief
- §753.6 Appeal Petition
- §753.7 Petition for New Trial
- §754 Sample Forms
 - §754.1 Sample: Petition for Grant of Review
 - §754.2 Sample: Certificate for Review
 - §754.3 Sample: Mandatory Review Case Form
- §755 Filing Requirements
- §756 Fees
- §760 U.S. Court of Appeals for Veterans Claims**
 - §761 Court Directory
 - §762 Jurisdiction
 - §763 Procedures
 - §764 Filing Requirements
 - §765 Sample Notice of Appeal
 - §766 Timetable
 - §767 Fees
- §770 Alien Terrorist Removal Court**
 - §771 Court Directory
 - §772 Jurisdiction
 - §773 Procedures

Chapter 8

Directory of Federal Agencies

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