

Chambers Procedures

1. Communications.

(A) Although not encouraged, all communications with chambers should be made in writing. Counsel are not to call a judge's law clerks or executive assistants/secretaries, except to initiate conference calls. Counsel may contact a judge's case manager (see list on Court's Web Site, www.cit.uscourts.gov) by telephone with specific procedural questions. Counsel are advised to consult the Rules of Court prior to any request or inquiry.

(B) Counsel must serve copies of communications with chambers on all parties to the litigation.

2. Briefs and Appendices. For the purposes for this section, "briefs" are considered to be briefs, memoranda or written comments filed after remand, but not appendices.

(A) Format.

Each document attached to a brief or appendix submitted in non-electronic form must have an identifying tab with the name of the document on the face of the tab. When submitted in electronic form, the attachment should include a separator/cover page bearing a legend on its face describing the document, e.g., Tab A and the name of the document. The tab may be labeled with a letter or number that corresponds to a more fully descriptive index.

(B) Limitations.

(1) Word Count Limitations. Movant's and respondent's briefs must not exceed 14,000 words; reply briefs must not exceed 7,000 words. Headings, footnotes, and quotations count toward the word limitations. The corporate disclosure statement, table of contents, table of authorities, any addendum containing statutes, rules or regulations, any certificates of counsel, and counsel's signature block do not count toward the limitations. No brief that exceeds these limitations may be filed without the Court's grant of leave, which will be freely given if the party shows good cause.

(2) Certificate of Compliance. Any brief must include a certificate by the attorney, or an unrepresented party, that the brief complies with the word limitation. The person preparing the certificate may rely on the word count of the word-processing system used to prepare the brief. The certificate must state the number of words in the brief and be signed by the person preparing the certificate.

(C) Citations.

(1) All citations to the record must be supported by an Appendix containing copies from the record, along with a Table of Contents.

(2) Citations for the text should be contained in the text rather than in footnotes.

(3) If counsel becomes aware of any error in citation or otherwise in a brief, appendix, or an attachment to a document that he or she has filed, counsel must advise the Court of the error via an Errata Memorandum, which must be served on all parties to the litigation.

3. Pleadings, Motions and Other Papers.

(A) Courtesy Copies. Courtesy copies of submissions to the Court should not be sent to the clerk's office or to chambers. This will not prohibit a judge, when exigencies require, from requesting a courtesy copy of an expedited filing. The transmission of a courtesy copy to chambers will not affect the filing date of the submission.

(B) Bindings. Notwithstanding Rule 81(f), exhibits must be bound on the left side (i.e., ring binder, spiral notebook, etc.) and independently sequentially numbered.

(C) Orders. A signature page must contain the court number and sufficient text so that the page is identifiable with the order. A judge will not sign any order for which the signature line is separate from the text of the document.

4. Changes to transcripts. Any proposed change to a transcript must be made by written motion.