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CLERK



**CLERK'S OFFICE ACCEPTING ORIGINAL PROCEEDINGS AND CASE  
FILINGS FROM NON-ELECTRONIC FILERS BY EMAIL**

**Amended April 13, 2020**

The United States Court of Appeals for the Third Circuit remains open and operational during the COVID-19 pandemic. The Third Circuit Clerk's Office is conducting remote operations during this time and will continue to process all filings submitted to the Court.

Counsel and parties who are registered CM/ECF filers should continue to submit case filings through the Court's CM/ECF system.

Counsel and pro se litigants who need to file a new original proceeding, such as a Petition for Review, a Petition for Writ of Mandamus or Prohibition, or a Motion for Leave to File a Second or Successive Habeas Petition may send the documents in PDF format to the Clerk for filing via email addressed to [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov).

Litigants who cannot file through the Court's CM/ECF system may also submit documents for filing in PDF format by email addressed to [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov). Please include the appeal number in the subject line of the email.

PDF files should NOT be password protected.

Parties may continue to submit filings through the U.S. Mail and overnight mail.

The Court of Appeals has installed its own drop box located on the first floor of the Courthouse for appellate filings. You should not place documents intended for the District Court in the Court of Appeals drop box. Prior to depositing documents, you may use the time stamp located on the District Court drop box or write the date and time on

the Court of Appeals filings. Filings which are time sensitive should not be placed in the drop box and instead should be emailed to [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov) .

Any party who intends to file an emergency motion should call 267-299-4904 and leave a detailed message regarding the nature of the emergency and contact information.