

# UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

## Notice Regarding Operations to Address the COVID-19 Pandemic

The United States Court of Appeals for the Third Circuit is open for business and will fulfill its constitutional and statutory obligations and responsibilities.

### Oral Arguments

Oral arguments continue as scheduled. Audio of oral argument is live streamed via YouTube.

The merits panel will determine the manner of argument. The Court is currently holding in person argument and using Zoom for Government for remote appearances. Parties may file a motion requesting to appear remotely. Any motion requesting to appear remotely must demonstrate good cause.

When appearing for in person oral argument, masks should be worn at all times unless arguing at the podium. Counsel is directed to conduct a health assessment prior to appearing before oral argument and contact the Clerk's Office immediately with any concerns.

### Clerk's Office Operations

The majority of the Clerk's Office continue to work remotely with a limited number of staff in the office. Counsel and parties may leave voicemail through the Clerk's Office main number at 215-597-2995 or by calling their case manager directly.

### Emergency Motions

Parties who need to file motions seeking emergency relief are directed to call 267-299-4904 and leave a detailed message regarding the nature of the emergency and requested relief. Be sure to include all contact information. An attorney from the Clerk's Office will return the call.

## Verbal Extensions

Requests for a verbal extension of time to file a brief and appendix must be made within 3 days from the established deadline and are limited to 14 days. 3<sup>rd</sup> Cir. L.A.R. 31.4. Verbal requests for extensions of time may be made by calling either 215-597-2995 selecting option 3 for Case Management or their case manager directly. Routine requests for extensions of time to file a brief or other document may be requested by filing a motion through the Court's ECF system or in hard copy.

## Methods for Filing

### CM/ECF

Counsel and pro se registered filers may continue to file through the Court's CM/ECF system.

Original Proceedings may be submitted through CM/ECF. Third Circuit CM/ECF filers may electronically submit Petitions for Review, Petitions for Writs of Mandamus, Applications and Cross Applications for Enforcement of an Agency Order, Second or Successive §2254 or §2255 Petitions, and Petitions for Permission to Appeal. Supporting documents along with related motions may also be submitted as part of the process. The filing fee, if one is required, may be paid with a credit card through Pay.gov. Payment may be made as part of the initial submission or separately once the case has been opened on the Court's docket. ECF filers can verify submission and payment through an on-demand report. See Instructions to Submit Original Proceeding listed under Manuals on the Court's website. Filers are required to comply with service of the filing in accordance with Fed. R. App. P. 25 prior to submitting an Original Proceeding through CM/ECF.

### Lobby Drop Box

As access to the Clerk's Office is restricted a drop box has been placed in the Courthouse lobby. This box is monitored by Clerk's Office staff each business day. The box should not be used for emergency filings. Rather the parties should follow the instructions set out above.

## By Email

Non-ECF filers can continue to send Original Proceedings and other case related filings in hard copy and by email in PDF format through the [emergency\\_motions@ca3.uscourts.gov](mailto:emergency_motions@ca3.uscourts.gov) mailbox.

February 1, 2022