

**United States Court of Appeals  
for the  
District of Columbia Circuit**



**Notice to Counsel**

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United States Court of Appeals for the District of Columbia Circuit  
3rd Street & Constitution Ave., N.W.  
Washington, D.C. 20001  
202-426-7182

**UNITED STATES COURT OF APPEALS  
FOR THE  
DISTRICT OF COLUMBIA CIRCUIT**

1. The names of counsel who will argue and, if more than one to a side, the order in which they will appear, must be given to the Clerk's Office at least two (2) days in advance of the scheduled date for oral argument. Changes in names of counsel thereafter shall be reported promptly to the deputy clerk in charge of calendar matters.

2. The Court convenes at 9:30 a.m. unless counsel is advised otherwise. Counsel scheduled to argue must register with the Marshal in the courtroom. It is urged that this be accomplished before 9:20 a.m.

3. Oral motions for admission to the bar of this Court may be made only on days specifically designated for that purpose. Interested persons should contact the Clerk's Office to ascertain dates. Applicants should confirm at least one (1) day in advance that written supporting papers for admission are in proper order. On the day of admission, applicants and sponsors must register with the Marshal in the courtroom before 9:20 a.m. The Marshal should be advised of the pronunciations of unusual names. Immediately after admission, new members of the bar must sign the roster of attorneys in the Clerk's Office.

4. Cases usually are called for argument in the order indicated by the calendar posted on the bulletin board in the lawyers' lounge. Counsel should remain in the courtroom or in the lawyers' lounge until their case is reached. Reading is not permitted in the courtroom except, of course, by attorneys actively engaged in a case while it is being argued. Accordingly, any last-minute preparations for oral argument must take place in the lawyers' lounge.

5. After a case is called for argument, and before lead counsel addresses the Court, the Marshal will announce the number and title of the case and shall state the names of all counsel who are to argue. Whenever permitted, and in the absence of an order of the Court allocating time among parties,

lead counsel, at the outset of his or her presentation, shall inform the Court of any proposed sharing of time by counsel representing parties on the same side.

6. If counsel for the appellant (petitioner) wishes to reserve time for possible rebuttal, the Court's permission should be requested at the outset of counsel's oral presentation. Counsel—not the Marshal—is solely responsible for saving time for rebuttal. No warning or other signal will be given that counsel is encroaching upon the time that he or she wanted to save for rebuttal.

7. Lights on the lectern indicate argument time remaining. An amber light will come on when counsel has 5 minutes of argument time remaining. A red light means that counsel's argument time has expired.

8. Inquiry should not be made of the presiding judge regarding the amount of time remaining.

9. The lectern may be raised or lowered by a rocker switch on the right side of the lectern just below the shelf. By pressing down on the lower portion of the switch, the lectern will be lowered. By pushing the upper portion of the switch, the lectern will be raised.

10. Counsel must speak into the microphone to make use of the loudspeaker system. The microphone is not adjustable; only the lectern. The microphone should not be touched or held. The microphone is counsel's friend. The Court cannot follow oral argument if counsel cannot be heard.

11. Arguments are tape recorded for possible use by the Court. Counsel should speak into the lectern microphone and identify all exhibits, charts, etc., used in argument by name or number, so as to make the recording intelligible.

12. Counsel should be familiar with the provisions of the Federal Rules of Appellate Procedure and of the General Rules of this Court. Rule 34, F.R.A.P., and Local Rule 12 deal specifically with oral argument.