



United States Court of Appeals Tenth Circuit

Office of the Clerk
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Elisabeth A. Shumaker
Clerk of Court

Chris Wolpert
Chief Deputy Clerk

All Counsel Scheduled for Oral Argument

RE: Instructions for Calendared Cases

Dear Counsel:

The United States Court of Appeals for the Tenth Circuit will convene on October 1, 2014, as part of the September 2014 Term of Court at the University of Colorado School of Law, Wolf Law Building, Kittredge Loop Drive, Boulder, CO 80309. Within 10 days of the receipt of the calendar notice, all arguing counsel must complete and file via Electronic Case Filing (ECF) the calendar acknowledgment form (and custody status form in criminal, habeas corpus, and immigration appeals). Please note counsel appearing on behalf of amicus curiae parties may not argue without the permission of the court. Consequently, those attorneys need not return an acknowledgment form unless they are granted this permission.

All motions, responses and supplemental authorities concerning calendared cases should be filed in the normal course in accord with the Federal Rules of Appellate Procedures and Tenth Circuit Rules. Because the appeal is now calendared, however, we urge counsel to submit any pleadings expeditiously using the ECF system.

Any party who wishes to waive oral argument and submit a case on the briefs may file a motion to that effect. The motion should be filed no later than ten days before the scheduled date for argument, but the earlier the filing the better. Unless the court orders submission on the briefs, attendance at oral argument is required. If parties are represented by more than one attorney, counsel should note only one of those attorneys is required to appear for oral argument. Other counsel who have appeared but do not plan to argue may file the oral argument acknowledgment form, but they do not need to submit a formal motion to be excused from the scheduled arguments.

The oral argument panels are posted on the court's website one week prior to the oral argument session. Arguing counsel should visit our website (www.ca10.uscourts.gov) to view the argument calendar, for additional calendar information, answers to frequently asked questions, and to download any additional forms that must be filed with the court

prior to argument.

On the date of the scheduled oral argument, all counsel must report to check in with the office of the clerk 45 minutes before the court session begins for the day. This will allow everyone to get through court security in a timely manner. Counsel should note the required check in is for all attorneys, regardless of where your case falls on the day's docket.

Each case is allotted 30 minutes of time for oral argument; 15 minutes per side. Related cases may be argued as one case. In cases where more than one attorney plans to argue for one of the sides, it is up to counsel to agree to that division of time prior to appearance at oral argument. Finally, please be aware the court records oral arguments. Upon proper motion after argument, the panel may allow a copy of the recording to be released to counsel. *See* 10th Cir. R. 34.1(E)(1).

Please do not hesitate to contact our calendar team if you have any questions. Our staff can be reached via phone at 303.335.2708, or by email at [10th Circuit Calteam@ca10.uscourts.gov](mailto:10th_Circuit_Calteam@ca10.uscourts.gov). You can also look at the website for the University of Colorado, School of Law, for information pertaining to that particular venue. <http://www.colorado.edu/law/>

Very truly yours,



ELISABETH A. SHUMAKER, Clerk



IMPORTANT NOTICE

Oral Argument Calendar University of Colorado Boulder, Colorado

In order to avoid unnecessary telephone calls to the clerk's office, please read this and the calendared case instructions cover letter.

Please note that on the Calendar Notice/Acknowledgment Form where it states Courtroom/Place, that is the Courtroom where you will argue. These arguments will be held at the University of Colorado, School of Law, Wolf Law Building, Kittredge Loop Drive, Boulder, Colorado 80309.

Each case is allotted 30 minutes for oral argument (15 minutes per side), which means that if your case is the third submission, and the session starts at 9:00 a.m., you would be arguing at approximately 10:00 a.m. However, regardless of where your case falls on the docket, all arguing attorneys must check in at the appropriate courtroom no later than 45 minutes before the court session begins, as indicated on the calendar notice/acknowledgment form. Do not plan to check in moments before your particular argument is supposed to start.

If two or more cases are to be argued as a single matter, they will all be listed on one Calendar Notice/Acknowledgment Form. If two or more cases are related but you receive a notice for each one individually, that means each case will be argued separately with 30 minutes allowed for each case.

The panels for the week are posted on the website one week prior to commencement of the session. Counsel is required to visit our website for important calendar information, answers to frequently asked questions and downloading required forms that must be filed with the court prior to oral argument.

Our oral argument calendars and other useful information are found on our website <http://www.ca10.uscourts.gov> under the Argument Calendar tab.