



**UNITED STATES COURT OF APPEALS  
FOR THE FEDERAL CIRCUIT**  
717 MADISON PLACE, N.W.  
WASHINGTON, D.C. 20439

PETER R. MARKSTEINER  
CLERK OF COURT

CLERK'S OFFICE  
202-275-8000

September 24, 2020

**Notice of Modifications to Clerk's Office Procedures**

Pursuant to the court's [Administrative Order No. 20-01](#) (Mar. 20, 2020), the Clerk's Office issued three notices modifying procedures for providing public assistance and for unrepresented litigants. Given changes to court rules and processes, the Clerk's Office is now able to implement the following modifications effective October 1, 2020.

- 1. Public Assistance.** The [Notice of Modified Public Assistance](#) from the Clerk's Office (Mar. 20, 2020) is rescinded effective October 1, 2020. The Clerk's Office will resume providing public assistance by telephone as of 8:30 a.m. (Eastern) on October 1, 2020. Public assistance will be available from 8:30 a.m. to 4:30 p.m. (Eastern) on weekdays, except for federal and court holidays or announced unavailability of public services. Clerk's Office phone numbers are available on the court's [website](#).
- 2. Unrepresented Filer Procedures.** The [Notice of Modified Filing Procedures for Pro Se Parties](#) (Mar. 20, 2020) and the [Notice of Modified Service Procedures for Pro Se Parties](#) are rescinded effective October 1, 2020. Unrepresented filers interested in either filing or being served documents electronically must comply with new electronic filing procedures for unrepresented parties as outlined in the [Notice Regarding Implementation of Electronic Filing for Unrepresented Parties](#) (Sept. 24, 2020).
- 3. Email Communications.** As of October 1, 2020, the Clerk's Office is discontinuing public assistance by email. Pursuant to Fed. Cir. R. 25(a)(1), the clerk has authorized email submission for only case-initiating documents by unrepresented parties, as outlined in the [Notice Regarding Implementation of Electronic Filing for Unrepresented Parties](#) (Sept. 24, 2020). The Clerk's Office will continue to permit all unrepresented party filings by email to [prose@cafc.uscourts.gov](mailto:prose@cafc.uscourts.gov) through October 31, 2020.

All other documents or messages, including case documents submitted to any other court email address, will neither be accepted, processed, nor receive a response. The existing [emergency filings notification procedure](#) remains in effect.