



## Emergency Filings

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Counsel should advise the Clerk's Office as soon as possible about the following emergency items:

- Filing (or anticipated filing) of an emergency motion for stay or injunction under Federal Rule of Appellate Procedure 8 or 18;
- Filing (or anticipated filing) of an emergency writ of mandamus under Federal Rule of Appellate Procedure 21; and
- Erroneous filing of confidential or sealed materials in CM/ECF.

On weekdays from 8:30 a.m. to 4:30 p.m. (ET), please call the Clerk's Office at 202-275-8000 or email [emergencyfilings@cafc.uscourts.gov](mailto:emergencyfilings@cafc.uscourts.gov).

Counsel should include the following information:

- Counsel's contact information;
- When the document will be filed;
- Case information (Federal Circuit case number or lower court/agency information); and
- Brief description of the emergency request.

Please refer to the [CM/ECF User Guide](#) for instructions on how to file an emergency motion or petition in CM/ECF.

## After-Hours Emergencies

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The Clerk's Office maintains the following methods for notifying the Clerk's Office of after-hours emergencies: [emergencyfilings@cafc.uscourts.gov](mailto:emergencyfilings@cafc.uscourts.gov) and 202-275-8049.

The after-hours line is available from 4:30 p.m. to 9:00 p.m. (ET) on weekdays and 8:00 a.m. to 9:00 p.m. (ET) on holidays and weekends.

**Please limit after hours and weekend requests to situations where (1) an emergency motion or petition must be filed before the court is next open and (2) counsel has erroneously filed confidential materials.** Please include the information listed above when calling or emailing.

Non-emergency items and calls received after hours will be addressed when the Clerk's Office next opens to the public.