

EVENTS AND EVENT CATEGORIES

Event Category	Event	Comments
Briefs		
	Brief/Appendix or Joinder Tendered	Omit unnecessary cover or transmittal letters; use event for all non-confidential briefs, appendices and joinders; the brief is not considered filed until it's accepted by the clerk's office
	Brief /Appendix or Joinder Tendered Confidential	You must use this event for all confidential briefs/appendices and joinders; any pdfs uploaded using this event will not be available for viewing, you must serve the parties by alternate method
	Notice of Correction to Brief	This is required only if you are filing a correction to a brief previously accepted/filed by the clerk; this event should be used in conjunction with the brief tendered event. In other words, when filing a notice of correction, the corrected brief, appendix or joinder, should also be filed using the appropriate brief tendered event
	Notice of Intent to File Briefs on CD-ROM	
	Certificate of Compliance with Confidentiality Requirements	Use this event to submit the certificate of compliance with Rules 27(m) and 28(d)
Calendar		
	Citation of Supplemental Authority	
	Memo in Lieu of Oral Argument	
	Notice Regarding Conflicts with Argument Dates	
	Response to Oral Argument Order	Event can also be found in the Response/Reply category
	Response to Request from Panel at Oral Argument	
Caption		
	Notice of Objection to Caption	Use only if there are clear errors in the caption (e.g., misspelling, incorrect designation); for more

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		substantial findings, such as a missing party, a motion should be filed
Confidential Document		
	Brief/Appendix or Joinder Tendered Confidential	You must use this event for all confidential briefs/appendices and joinders; this event will not send electronic notification, you must serve the parties by alternate method
	Sealed or Confidential Document Submitted	Use this event for any Confidential Document, other than a brief or appendix; any pdfs uploaded using this event will not be available for viewing and must be served on parties using an alternate method
	Certificate of Compliance with Confidentiality Requirements	Use this event to submit the certificate of compliance with Rules 27(m) and 28(d)
Costs/Fees		
	Pay Docketing Fee	If the fee was not paid when the notice of appeal was submitted, use this event to pay the docketing fee after the case is opened.
Forms and Certificates		
	Bill of Costs Filed	
	Cert of Compliance Modification of Protective Order (R11/17)	Report agreement in trial court (Rule 11) or agency (Rule 17) regarding modification of protective orders
	Certificate of Compliance Transcript (R10)	
	Certificate of Interest Filed	Government attorneys and pro se litigants are not required to file a certificate of interest; this filing should occur once per party OR group of parties represented by the same attorney
	Corrected Certificate of Service	
	Docketing Statement Filed	A docketing statement is not required in appeals where a pro se appears as a party

Event Category	Event	Comments
	Entry of Appearance Filed	Each attorney must file a separate entry of appearance and include all parties they represent in the appeal; use of "et al" is prohibited; only one attorney can be designated as principal counsel for the party
	Statement Concerning Discrimination R 15c	Required in appeals from the Merit Systems Protection Board; due 14 days from the date of docketing
	Statement of Compliance with FCR 33	Settlement discussion
	Transcript Purchase Order Form Filed	
	USERRA Notification Form	For Merit System Protection Board appeals only (if applicable)
	Certificate of Compliance with Confidentiality Requirements	Use this event to submit the certificate of compliance with Rules 27(m) and 28(d)
Letters and Notices		
	Letter or Notice From Party	If Requesting Specific Relief, Use Motion Filed Event instead
	Notice of Correction to Brief	This is required only if you are filing a correction to a brief previously accepted/filed by the clerk; this event should be used in conjunction with the brief tendered event. In other words, when filing a notice of correction, the corrected brief, appendix or joinder, should also be filed using the appropriate brief tendered event
	Notice of Election Per 37 CFR Section 1.983(E)	
	Notice of Intent to File Briefs on CD-ROM	
	Notice of Objection to Caption	Use only if there are clear errors in the caption (e.g., misspelling, incorrect designation); for more substantial findings, such as a missing party, a motion should be filed
	Notice of Paper Filing	
	Notice Regarding Bankruptcy	
	Notice Regarding Conflicts with Argument Dates	

Event Category	Event	Comments
	Notice Regarding Post-judgment Motions (PN4)	
	Citation of Supplemental Authority	
	Ntc of Intervention 35 USC 143	
Miscellaneous		
	Additional Volumes of Document	
	Agreed Statement in Lieu of Certified List	
	Amended Notice of Appeal	Use this event to file an amended notice of appeal or petition for review; An amended notice of appeal must first be filed with the district court, it is not necessary to file a courtesy copy with this court
	Citation of Supplemental Authority	
	Notice of Joinder to Document	Used when joining in another party's document which has already been filed; do not use for joinders to briefs
	Other Document Submitted	
	Request to Reissue Opinion/Order as Precedential	
Motions		
	Motion Filed	More than one relief may need to be selected, depending on nature of motion
	Motion Filed In Forma Pauperis	This pdf on this event is restricted and is not available to the public
	Status Report with Motion Filed	If a motion is imbedded within the status report, the title of the document should so reflect and the event required is: Status Report with Motion Filed. This event will allow the user to select the type of relief requested in the motion.
Rehearing and En Banc Petitions		
	Petition Filed	Use this event only for filing petitions for panel or en banc rehearing or en banc hearing
	Response/Opposition to a Motion or Petition	Respond to a pending motion or petition.
	Reply Filed	Event can also be found in the Response/Reply category
	Response/Opposition with Incorporated Motion	Respond to a pending motion or petition and file a motion. Event can also be found in the

Event Category	Event	Comments
		Response/Reply category
Response/Reply		
	Reply Filed	Used to respond to a Response/Opposition which has already been filed
	Response to Court Order	
	Response to Oral Argument Order	
	Response/Opposition to a Motion or Petition	Respond to a pending motion or petition
	Response/Opposition to Bill of Costs Filed	
	Response/Opposition to Other Document	
	Response/Opposition with Incorporated Motion	Respond to a pending motion or petition and file a motion. Event can also be found in the Rehearing and En Banc Petitions category
Status Reports		
	Status Report Filed	Only use when not accompanied by a motion
	Status Report With Motion Filed	If a motion is imbedded within the status report, the title of the document should so reflect and the event required is: Status Report with Motion Filed. This event will allow the user to select the type of relief requested in the motion.

RELIEF AND RELIEF CATEGORIES

Relief Category	Relief	Comments
Amicus		
	amicus response to motion	
	file amicus brief on en banc or rehearing petition	relief can also be found in the rehearing and en banc petitions category
	leave to file an amicus curiae brief	brief must be submitted with motion (2 separate events required).
Attorneys		
	appear pro hac vice	
	file Entry of Appearance of new counsel	if an entry of appearance is first submitted within 30 days of the scheduled argument, the attorney must file a motion for leave to file the entry of appearance
	substitute attorney	if an attorney from another law firm has already filed an appearance as principal counsel, and an attorney from a separate firm wishes to be principal, a motion to substitute attorney must be filed. Counsel should indicate whether or not the previous counsel will or will not remain on the case.
	withdraw attorney	An attorney who has already entered an appearance and now wishes to withdraw his or her appearance from representation of the party or parties (relief can also be found in the withdraw category)
Briefing		
	adopt appendix	
	adopt brief	
	set briefing schedule	
Calendar/Argument		
	additional time at oral argument	
	allow argument	
	hear case before the same	for related or companion cases

Relief Category	Relief	Comments
	merits panel	
	in camera proceedings	
	recuse judge	relief can also be found in the disqualify/recuse category
	reschedule argument	
	schedule oral argument	
	treat as companion case	
	waive oral argument	
Caption		
	modify the official caption	use for substantial findings in the caption, such as a missing party
	substitute party	relief can also be found in the withdraw category
Case Termination		
	limited remand	
	terminate appeal	use for opposed and unopposed motions
	terminate cross/consolidated appeal	motion filed in cross/consolidated appeal only
Consolidation		
	consolidate appeals	motion should be filed in each appeal
	deconsolidate appeals	motion only filed in lead case
Correct or Supplement		
	correct document	use for documents other than brief or appendix
	correct/supplement other	
	correct/supplement record on appeal	
	file corrected appendix	
	file corrected brief	
	file supplemental appendix	
	file supplemental brief	
	supplement document	motion to supplement a document that is not a brief/appendix; should be prepared as two separate PDF files and uploaded to the motion filed event.
Costs or Fees		
	allow costs under R.39	refers to fees incurred for preparation of briefs/appendix

Relief Category	Relief	Comments
	attorney fees and expenses	all other attorney fees (attorney rates/hours, analysis fees, etc.) Fed. Cir. R. 47.7
	EAJA attorney fees and expenses	
	waive fees	
Disqualify/Recuse		
	disqualify attorney	
	disqualify law firm	
	recuse judge	
Emergency Stay R.8/R.18		
	stay pending appeal	Relief can also be found in the Stay category; should be filed via pay.gov (or in paper form, if pro se), if appeal has not been docketed prior to filing of motion.
	lift injunction	relief can also be found in the stay category
	lift stay pending appeal	relief can also be found in the stay category
	temporary injunction pending appeal	Relief can also be found in the Stay category; should be filed via pay.gov (or in paper form, if pro se), if appeal has not been docketed prior to filing of motion.
Exhibits		
	transmit physical exhibits	
Expedite		
	expedite appeal	
	expedite briefing schedule	
	expedite decision/ruling	
	expedite hearing	
	expedite response or reply	relief can also be found in the response/reply category
Extend Time		
	extend time to file (other)	
	extend time to file a response to en banc or rehearing petition	
	extend time to file amicus brief	relief also used if filing brief out of time
	extend time to file appellant/petitioner principal brief	relief also used if filing brief out of time

Relief Category	Relief	Comments
	extend time to file appellee/respondent/cross-appellant principal brief	relief also used if filing brief out of time
	extend time to file appendix	relief also used if filing brief out of time
	extend time to file bill of costs	
	extend time to file cross-appellant's reply brief	relief also used if filing brief out of time
	extend time to file intervenor's brief	relief also used if filing brief out of time
	extend time to file petition for rehearing	used with Motion Filed, not Petition Filed
	extend time to file reply brief	relief also used if filing brief out of time
	extend time to file response/reply	relief can also be found in the response/reply category
	extend time to file supplemental appendix	
	extend time to file supplemental brief	
	extend time to obtain counsel	
In Forma Pauperis		
	leave to proceed in forma pauperis	access to the document is restricted to users associated with the case and the court
Intervene		
	intervene	
Judicial Notice		
	take judicial notice	
Mandate		
	issue mandate	
	recall mandate	
	reschedule mandate	
	stay mandate	
Other		
	clarify	
	deactivate appeal	relief can also be found in the stay category
	modify protective order	
	other relief	use only when request cannot be described by another relief
	reactivate appeal	relief can also be found in the stay category

Relief Category	Relief	Comments
	seal case	
	seal document	
	set briefing schedule	
	to vacate	
	unseal case	
	unseal document	
Precedential		
	reissue as precedential	
Reconsider		
	reconsider order	
	reconsider order en banc	
	reconsider rejected brief	
Rehearing and En Banc Petitions		
	extend time to file a response to en banc or rehearing petition	relief can also be found in the extend time category
	extend time to file petition for rehearing	relief can also be found in the extend time category
	file amicus brief on en banc or rehearing petition	relief can also be found in the amicus category
Reopen		
	reopen appeal	use for motion to reinstate and motion for reconsideration of terminated appeal
Response/Reply		
	expedite response or reply	
	extend time to file response/reply	relief can also be found in extend time category
	leave to file a response/reply	only use when responding to document that does not already allow for response in accordance with rules
Sanctions/Damages		
	sanction party	
	sanction person	
Stay		
	continue stay	
	deactivate appeal	
	emergency stay pending appeal	
	lift injunction	
	lift stay	
	lift stay pending appeals	
	reactivate appeal	

Relief Category	Relief	Comments
	stay appeal	
	temporary injunction pending appeal	
Strike		
	strike brief	used by opposing party
	strike document	used by opposing party
Waive Requirement		
	allow e-filing	
	exempt attorney from electronic filing	
	exempt case from electronic filing	
	exempt document from electronic filing	
	waive other requirement	
	waive requirements of brief or appendix	
	waive confidentiality requirements	use to request permission to waive the confidentiality requirement of Rules 27(m) and 28(d)
	waive requirements of rule 27(f)	
Withdraw		
	substitute party	
	withdraw attorney	
	withdraw brief or appendix	used by party who filed the brief or appendix and who now wishes to withdraw the filing
	withdraw document	used by party who filed the document and who now wishes to withdraw the filing
	withdraw party	