

## V. After You File

### A. Initial Review

After the Clerk's Office receives a notice of appeal or petition for review, a case number and case manager will be assigned to the case.

When the case is docketed, you will receive the following by mail:

- Notice of Docketing with assigned case number and a listing of important information
- Caption Sheet
- Notice of Unrepresented Person Appearance Form
- Motion and Affidavit for Leave to Proceed In Forma Pauperis Form, if you are an appellant/petitioner and have not paid the filing fee
- Informal Brief Form
- Informal Reply Brief Form, if you are an appellant/petitioner
- Statement Concerning Discrimination Form, if you are the petitioner in a case from a decision by the MSPB or an arbitrator
- General Information and Overview of a Case in the Federal Circuit Handout

### B. Filing Documents with the Court

Documents filed in cases are matters of public record and are accessible to the public. When filing documents with this court, you must redact personal information (e.g., social security number or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and medical records). FRAP 25(a)(5) and FCR 25.1(b). **If you do not redact personal information from your filings, the Clerk's Office will not do it for you.**

#### 1. Document Requirements

The title of your document, your case name, and your case number must appear on the first page of every document you file. The case number is made up of two parts (e.g., 16-0000). The first two digits are the fiscal year and the last four digits represent the specific number assigned by this court. Remember to include the correct case number for proper handling by the Clerk's Office.

Send the document to all other parties in the case (in other words, "serve" the other parties) and file a certificate of service with **every** document. Service on a party is made on that party's attorney(s). In cases against the government, the case will be opened with a generic agency service address. This address will be replaced once government counsel files an entry of appearance.

Each certificate of service must include the names and addresses of each person served and the date of service. Additionally, the certificate of service must state whether a copy has been served on all parties by mail, hand delivery, email, or fax transmission. Please attach the certificate of service as the last page of your document. Below is an example of a certificate of service:

#### **CERTIFICATE OF SERVICE**

I certify that I mailed my informal brief on January 1, 2000, to:

John Doe, Esq.  
111 Main Street, Suite 900  
Washington, DC 20001

A certificate of service form ([Form 30](#)) is available on the court's website.

## 2. Emailing or Faxing Documents to the Court

Email or fax filing is not permitted. The Clerk's Office is working to make electronic filing available to unrepresented parties and will provide additional information once that occurs.

## C. Checking Your Case Status

When the Clerk's Office opens a case to which you are a party, you will receive a notice of docketing that identifies the date of docketing and the Federal Circuit case number. You will also receive copies of forms you may need. Whenever a document is filed in your case, you will receive a copy from the filing party. Whenever the court issues a document in your case, the Clerk's Office will mail you a copy. On your Notice of Unrepresented Person Appearance, you can indicate whether you would like to receive such service via mail or if you intend to register to receive electronic service.

To follow your case online or receive electronic service, you can register for a Public Access to Court Electronic Records (PACER) account with a valid credit card at [https://www.pacer.gov/reg\\_pacer.html](https://www.pacer.gov/reg_pacer.html). PACER is an electronic public access service that allows you to obtain case and docket information online from federal appellate, district, and bankruptcy courts, through the PACER Case

Locator. PACER charges a \$0.10 per page access fee unless your total charge is less than \$15 at the end of each month, in which case the fee is waived.

Additionally, you can obtain free access to case materials at any Federal Depository Library. You can locate your nearest Federal Depository Library at <https://www.fdlp.gov/about-the-fdlp/federal-depository-libraries>.

Unrepresented parties may register for a [Public Interested Person account](#) to receive electronic notification of docket activity in your case. Additional information is available in our Electronic Filing Procedure ("CM/ECF User's Guide") and on the court's website at <http://www.cafc.uscourts.gov/sites/default/files/cmecf/ElectronicFilingProcedures.pdf>.

## D. Withdrawing Your Appeal

If you wish to withdraw your petition for review or appeal, send a letter addressed to the Clerk of Court including your case number and stating that you want to withdraw your appeal. You must sign and date the letter and serve the other party a copy. Withdrawing your appeal will result in its dismissal. FRAP 42.

This court will ordinarily not assess damages, double costs, or attorney fees for filing a frivolous petition for review or appeal if it is voluntarily withdrawn within 14 days after you receive the other party's brief. See the Practice Notes to Rule 38.

Please note that no refund of your filing fee will be authorized if you withdraw your appeal. See the Practice Notes to Rule 52.

## E. Service

Once the case is opened, filing deadlines in this court are calculated from the date of service and not the date you receive a document. Pay close attention to the proof of service of any filing you receive to which you may want to respond, such as a brief or a motion. While the Clerk's Office will be unable to calculate your deadline for you, you are welcome to contact the Clerk's Office to verify a date of service. If you are responding to an order or other document entered by the court, your deadline is calculated from the date that order or other document was issued, which will be identified on the document.

To account for delays receiving material through the mail, you receive an automatic additional three days for any deadline calculated from date of service of any filing mailed to you. FRAP 26(c). Note that this does not apply to court orders or other documents entered by the court. FCR 26(a)(5).

## F. Change of Address

You must file an amended Notice of Unrepresented Person Appearance ([Form 8B](#)) with the court as soon as possible if you change your contact information while your case is pending, including a permanent or temporary change in address. The court will only mail documents to the address provided to the court and associated with your case.