

COURTROOM DECORUM

**United States Court of Appeals
for the Federal Circuit**

COURTROOM DECORUM

- The dignity of the Court is to be respected and maintained at all times.
- Attire for counsel and spectators should be restrained and appropriate to the dignity of a Court of Appeals of the United States.
- Court security officers and Court staff are authorized to open and inspect any item carried into a courtroom.
- Everyone in the courtroom, unless physically challenged, must rise when the judges enter and remain standing until the presiding judge invites everyone to be seated. Similarly, when court adjourns, everyone stands in place until the judges are no longer visible.
- Standing in the courtroom may be permitted only at the discretion of the Clerk. Areas marked as reserved are for Court Staff and Federal Circuit Law Clerks.
- Counsel may address the court when invited to do so. Only counsel associated with the appeal being argued may address the Court, unless a judge directs otherwise.
- Coat racks in the hallways outside the courtrooms are to be utilized.
- Only material related to the Court's business can be read in the courtroom while court is in session.
- When Court is in session, no one should be heard except for counsel making argument or a judge.
- The following items are prohibited in the courtroom and adjacent lobby area:
 - Recording or broadcasting devices
 - Cameras, including those contained in computers and other electronic devices
 - Food and drink except for the water provided at the counsel table
 - Computers (except for those to be used by counsel in argued cases)
 - Phones must be turned off
- Inappropriate facial gestures or exaggerated gesticulating is forbidden.
- Repeated entrances and departures are to be avoided.
- Doorways and passageways should be kept clear at all times.

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TOP 10 REASONS BRIEFS ARE REJECTED

1. _____ **PROOF OF SERVICE.** A proof of service does not accompany the Appendix. (Federal Rule of Appellate Procedure 25(d))
2. _____ **FONT SIZE OF FOOTNOTES.** Footnotes are not printed in the same size font as the text of the brief. (Federal Rule of Appellate Procedure 32(a)(5) and Practice Note to Rule 32)
3. _____ **CERTIFICATE OF INTEREST.** The brief does not contain a certificate of interest. (Federal Circuit Rule 28(a)(1))
4. _____ **OFFICIAL CAPTION.** The cover of the brief does not follow the official caption provided by the Clerk. (Federal Rule of Appellate Procedure 32(a)(2)(A-D) A copy of the official caption is included with the notice of docketing)
5. _____ **IMPERMISSIBLE ADDENDUM.** The brief contains an impermissible addendum. Excluding the required addendum in the Appellant or Petitioner’s brief, an addendum attached to any other brief is acceptable if it contains only statutes, rules, regulations, etc. (Federal Rule of Appellate Procedure 28(f))
6. _____ **CONFIDENTIAL MATERIAL DELETED.** The Table of Contents of any nonconfidential brief or appendix must describe the general nature of the confidential material that has been deleted. (Federal Circuit Rule 28(d)(1)(B) and 30(h)(1)(B); an example is in Practice Note 28)
7. _____ **JUDGMENT, ORDER, OR DECISION IN QUESTION.** The Appellant or Petitioner’s brief does not contain the judgment, order, or decision in question as an addendum placed within the brief. (Federal Circuit Rule 28(a)(12))
8. _____ **STATEMENT OF RELATED CASES.** The brief does not contain a statement of related cases. (Federal Circuit Rule 28(a)(4) and 47.5)
9. _____ **TABLE OF CONTENTS IN APPENDIX.** The appendix must begin with a table of contents identifying the page at which each part begins. (Federal Rule of Appellate Procedure 30(d))
10. _____ **COMBINED BRIEF AND APPENDIX.** When the brief and appendix are combined, the cover must so indicate. Federal Circuit Rule 30(d)(1))

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TOP 10 REASONS MOTIONS ARE REJECTED

1. _____ **CERTIFICATE OF INTEREST.** The motion does not include a certificate of interest. (Federal Circuit Rule 27(a) and 47.4))
2. _____ **NO ENTRY OF APPEARANCE OR DECLARATION OF AUTHORITY.** The person signing the motion has not entered an appearance or, there is no declaration of authority. (Federal Circuit Rule 47.3(d) and 27(a)(6))
3. _____ **OFFICIAL CAPTION OR ABBREVIATED CAPTION.** The official caption or abbreviated caption is incorrect. (Federal Circuit Rule 27(a)(2))
4. _____ **NOT ENOUGH COPIES.** Not enough copies are provided with the motion, response, or reply. (Federal Circuit Rule 27(j) and Federal Rule of Appellate Procedure 27(d)(3))
5. _____ **NO PROOF OF SERVICE.** A proof of service does not accompany the motion. (Federal Rule of Appellate Procedure 25(d))
6. _____ **NO GROUNDS STATED FOR ENLARGEMENT OF TIME.** The motion does not state grounds for an enlargement of time. (Federal Rule of Appellate Procedure 27(a)(2)(A) and Federal Circuit Rule 27(a)(4))
7. _____ **NO STATEMENT OF CONSENT.** The motion does not contain a statement of consent. (Federal Circuit Rule 26(b)(3) and 27(a)(5))
8. _____ **NO COPY OF THE DECISION OR ORDER.** No copy of the decision or order is attached to the motion. (Federal Rule of Appellate Procedure 27(a)(2)(B)(iii))
9. _____ **NO REQUEST IN TITLE OF RESPONSE FOR FURTHER RELIEF.** The title of the response does not reflect a request for further relief. (Federal Rule of Appellate Procedure 27(a)(3)(B))
10. _____ **NO REQUIRED AFFIDAVIT OR DECLARATION.** The movant does not include a required affidavit or declaration. (Federal Rule of Appellate Procedure 26(b)(5) and 26(b)(1))

