

Eleventh Circuit U.S. Court of Appeals How to File an Appearance of Counsel Form

Appearance of Counsel Form

These forms are available on the Eleventh Circuit Court's website through Forms/Documents or click the hyperlink <http://www.ca11.uscourts.gov/documents/pdfs/appcounsel.pdf> (See Figure 1)

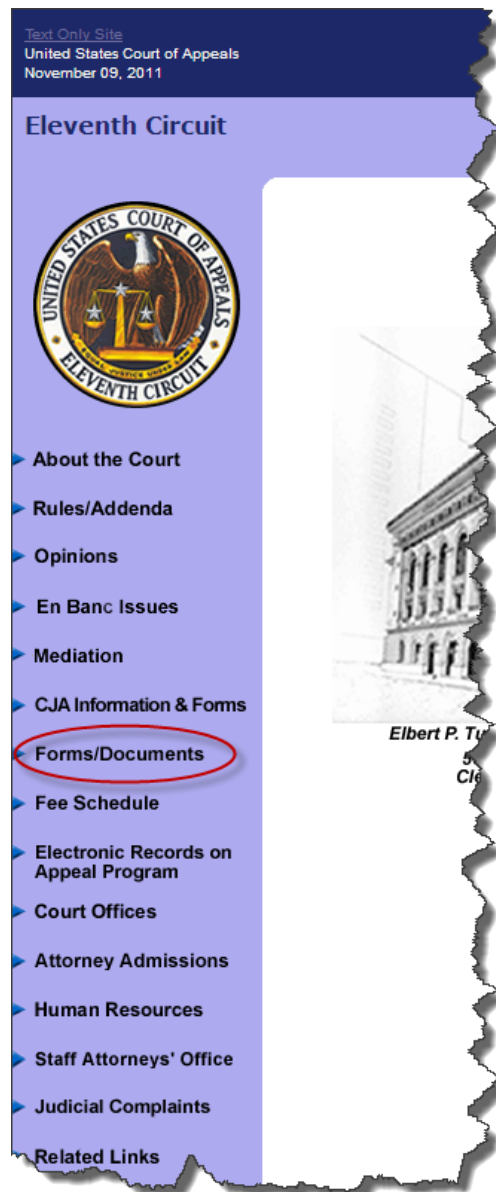


Figure 1 – Appearance of Counsel Form located on this Court's website.

1. Single click **Docketing** from the menu bar, and select **File a Document** from the drop-down menu. (See Figure 2)

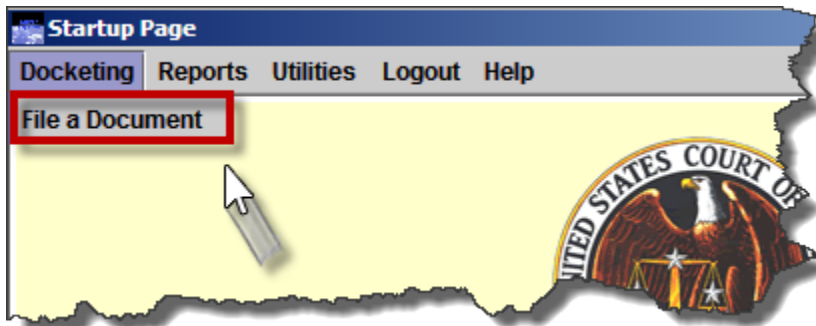


Figure 2 – File a Document

2. Place your cursor in the **Case:** text box, and enter a case number. This number should begin with a two digit year followed by dash and five numbers. The case number 10-10084 was used in this example. (See Figure 3)
 - a. Press the tab key on your keyboard.



Figure 3 – Enter Case Number

3. The case number and the short caption of the case will appear in the left top corner of the screen. (See Figure 4)

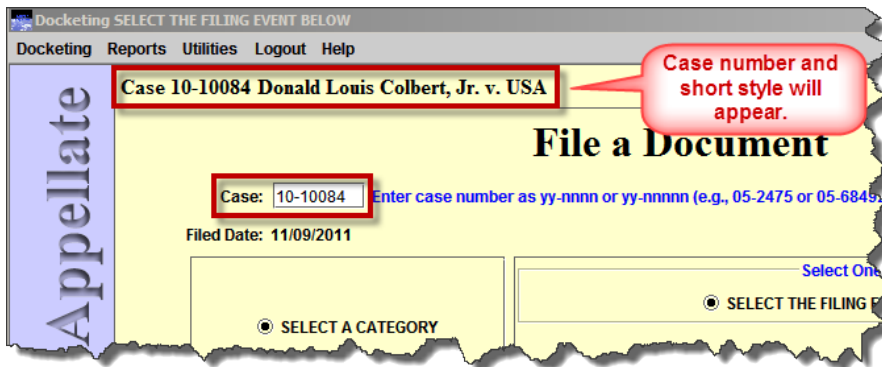


Figure 4 – Case Number and Short Caption Appears

4. Single click the radio button to the left of **Attorney** in the left pane. When the category is selected, the available events for that category will display in the right pane. (See Figure 5)

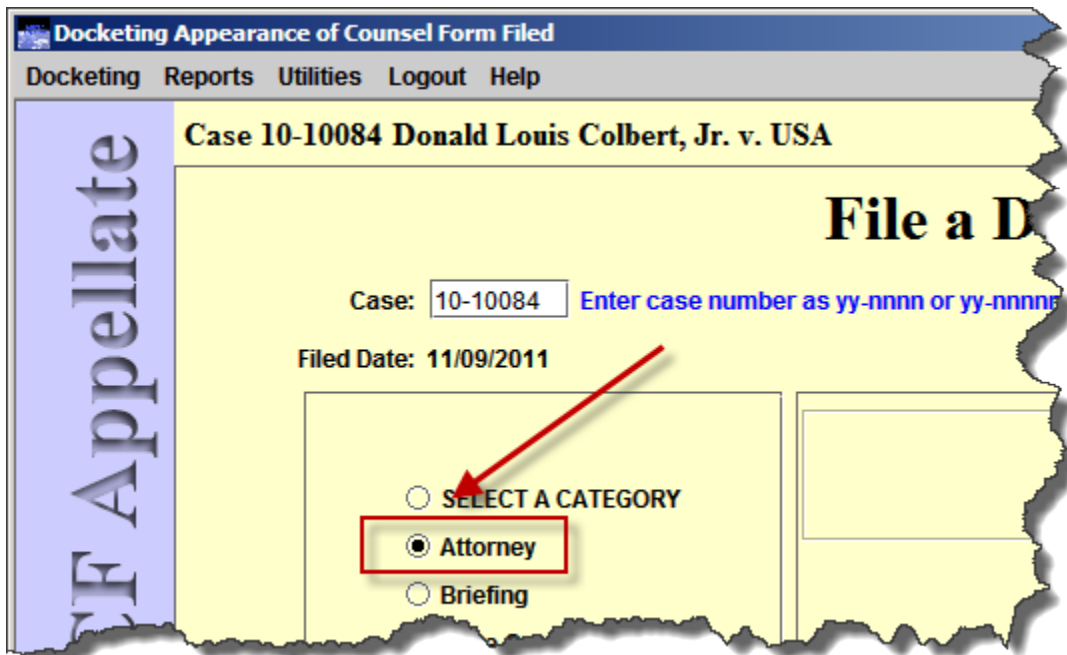


Figure 5 – Select a Category

5. Single click the radio button to the left of **Appearance of Counsel Form Filed**. (See Figure 6)

Figure 6 – Select a Docketing Event

6. If this case is linked with another case (e.g. consolidated, cross appeal, multi appeal or related) the additional case(s) will display in the **Case Selection** box at the bottom of the screen. The case you are docketing in should be the lead appeal with the lowest case number. This case number will not have a checkbox next to it because you are docketing in this case. The trailer case(s) with higher case numbers will have a checkbox directly to the left of their case number if you are allowed to apply this event to the additional case. (See Figure 7)

Figure 7 – Select an Additional Case.

7. Click the **Continue** button at the bottom of the screen. (See Figure 8)

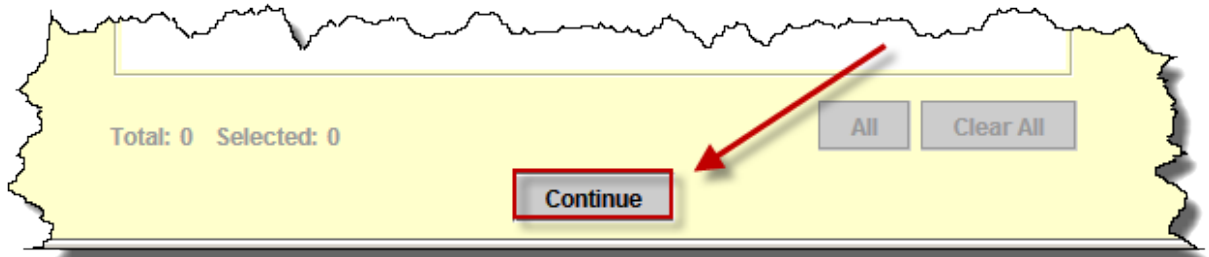


Figure 8 – Continue Button

8. **Information Box**

- a. This informational box lets the user know that Court Appointed attorneys and Federal Public Defenders are exempt from the requirement to file this form. All other attorneys are required to file this form. (See Figure 9)
 - i. If you are not required to file an Appearance of Counsel form, and the system is not letting you docket an event, please contact your Case Handler. Please see the Attorney Instructions: **How to Find a Case Handler.**
 - ii. Click the **OK** button to continue.

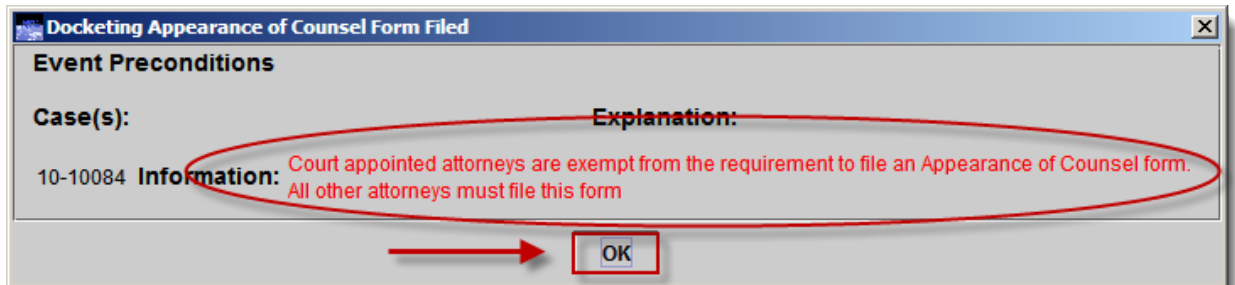


Figure 9 – CJA & FPD attorneys are exempt.

9. The first screen has two (2) sections.
 - a. **FIRST SECTION.**
 - b. The first section is used when the attorney is already linked to this case. If the attorney is already linked to the case, then that attorney is already linked to a party.
 - c. Select the attorney's name from the **Attorney Filer** section by checking the box to the left of the name. (See Figure 10)
 - i. *NOTE: Do not choose a "Party Filer" if the attorney has been selected from the first section. If you do, the party filer will appear twice in the docket text.*

Submitting Appearance of Counsel Form Filed

Docketing Reports Utilities Logout Help

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Attorney Filer

Please check the box next to the attorney filing the appearance form

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Attorney, Joe	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/>	Vereen, Roderick D.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/>	Kaplan, Brent	Appellee	10-10084	Donald Louis Colb...
<input type="checkbox"/>	Schultz, Anne R.	Appellee	10-10084	Donald Louis Colb...

Display All Attorneys All Cases Select All Clear All

Additional Information

IF YOU ARE NOT LISTED AS A FILER ABOVE, ENTER YOUR NAME BELOW

NOTE

Select a Party Represented ONLY. Enter your name in the box above

Please check the box next to the party/affiliated staff

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/>	USA	Appellee	10-10084	Donald Louis Colb...

Display All All Cases Select All

PDF Document

Document: Browse... Description: Appearance of Counsel Form Filed

Add Another

Continue Back Cancel

Figure 10 – Selection of Attorney Linked to this Case

- a. **SECOND SECTION.** (See Figure 11)
- b. The next section is for attorneys who are not already linked to this case.
 - i. *If the attorney is not listed in the first section, manually type the attorney's name in the second section, and choose the party that the attorney represents.*
 1. Enter the attorney's name in the **Additional Information** section.
 2. Check the box next to the **Party Filer** that is being represented.

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Attorney Filer

Please check the box next to the attorney filer on the appearance form

Filer	Type	Case Number	Short Title
<input type="checkbox"/> attorney Joe	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Hansen, Roderick D.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Kaplan, Brent	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Schulte, Anne R.	Appellant	10-10084	Donald Louis Colb...

Display All Attorneys All Cases Select All Clear All

Additional Information

IF YOU ARE NOT LISTED AS A FILER ABOVE, ENTER YOUR NAME BELOW

Sheran P. Taylor

NOTE

Select a Party Represented ONLY if you had to type your name in the box above

Party Filer

Please check the box next to the party/parties that you represent

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant-Petitioner	10-10084	Donald Louis Colb...
<input checked="" type="checkbox"/> USA	Appellee-Respondent	10-10084	Donald Louis Colb...

Display All Parties All Cases Select All Clear All

PDF Document

Document: Browse... Description: Appearance of Counsel Form Filed

Add Another

Continue Back Cancel

Figure 11 – Attorneys not linked to this Case

10. PDF Document

- a. Upload your **Appearance of Counsel Form**.
 - i. Click the **Continue** button. (See Figure 12)

CM/ECF Appellate

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Attorney Filer

Please check the box next to the attorney filing the appearance form

File	Type	Case Number	Short Title
<input type="checkbox"/> attorney, Joe	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Varian, Richard D.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Kaplan, Brent	Appellee	10-10084	Donald Louis Colb...
<input type="checkbox"/> Schulte, Anne R.	Appellee	10-10084	Donald Louis Colb...

Display All Attorneys All Cases Select All Clear All

Additional Information

IF YOU ARE NOT LISTED AS A FILER ABOVE, ENTER YOUR NAME BELOW

Sharan P. Taylor

NOTE

Select a Party Represented ONLY if you had to type your name in the box above

Party Filer

Please check the box next to the party/parties that you represent

File	Type	Case Number	Short Title
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant/Plaintiff	10-10084	Donald Louis Colb...
<input type="checkbox"/> USA	Appellee/Respondent	10-10084	Donald Louis Colb...

Display All Parties All Cases Select All Clear All

PDF Document

Document: amples10-10084 AOC spt.pdf **Browse...** Description: Appearance of Counsel Form Filed

Add Another

Continue Back Cancel

Figure 12 – Upload Document to this Case

11. Review **Docket Text**.

- a. Click the **Continue** button if you are satisfied with your docket text.
- b. Click the **Back** button if you want to start over again. (See Figure 13)

The screenshot shows the CM/ECF Appellate interface for Case 10-10084 Donald Louis Colbert, Jr. v. USA. The 'Attorney Filer' section contains a table of attorneys and their roles. The 'Docket Text' window is open, showing the text 'APPEARANCE of Counsel filed by Sheran P. Taylor'. Below the text are 'Continue' and 'Back' buttons. Red callout boxes point to these buttons with instructions: 'Click the Continue button if you are satisfied with this text.' and 'Click the Back button if you want to start over.'

File	Type	Case Number	Short Title
<input type="checkbox"/> attorney, Joe	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Varian, Richard D.	Appellant	10-10084	Donald Louis Colb...
<input type="checkbox"/> Kaplan, Brent	Appellee	10-10084	Donald Louis Colb...
<input type="checkbox"/> Schulte, Anne R.	Appellee	10-10084	Donald Louis Colb...

Buttons: Display All Attorneys, All Cases, Select All, Clear All

Docket Text: APPEARANCE of Counsel filed by Sheran P. Taylor

Buttons: Continue, Back

PDF Document: Document: amjles10-10084 AOC spt.pdf, Browse..., Description: Appearance of Counsel Form Filed, Add Another

Buttons: Continue, Back, Cancel

Figure 13 – Review Docket Text

12. **Event Review** (See Figure 14)

- a. The system gives you one more time to change your mind. Once you click the **Submit** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.
 - i. *All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses.*

CM/ECF Appellate

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Attorney Filer

Please check the box next to the attorney filing the appearance form

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Attorney Joe	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Vanden, Richard D.	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Kaplan, Brent	Appellee	10-10084	Donald Louis Colb.
<input type="checkbox"/> Schultz, Anne R.	Appellee	10-10084	Donald Louis Colb.

Display All Filers All Cases Select All Clear All

Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity in this transaction to make a modification if you continue.
Have you redacted?

APPEARANCE of Counsel filed by Sheran P. Taylor

Submit Back

Display All Filers All Cases Select All Clear All

PDF Document

Document: appearance10-10084 AOC.pdf Browse... Description: Appearance of Counsel Form Filed

Add Another

Continue Back Cancel

Figure 14 – Final Review of Docket Text

13. **Event Docketed** (See Figure 15)

- a. This event has been completed. Click the **OK** button.

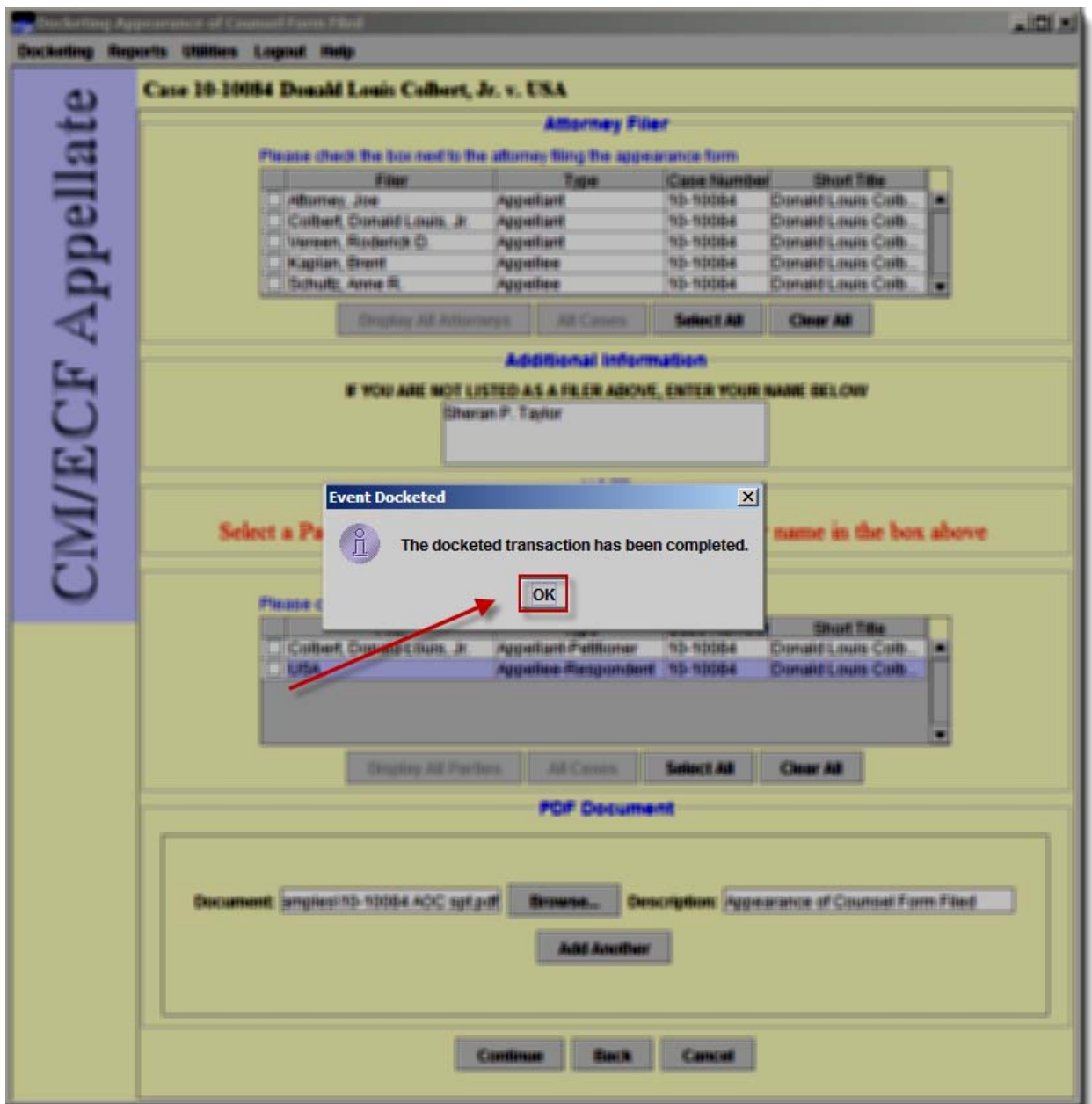


Figure 15 – Event Docketed

14. Notice of Docketing Activity (See Figure 16)

- a. The NDA (Notice of Docketing Activity) will appear on your browser.

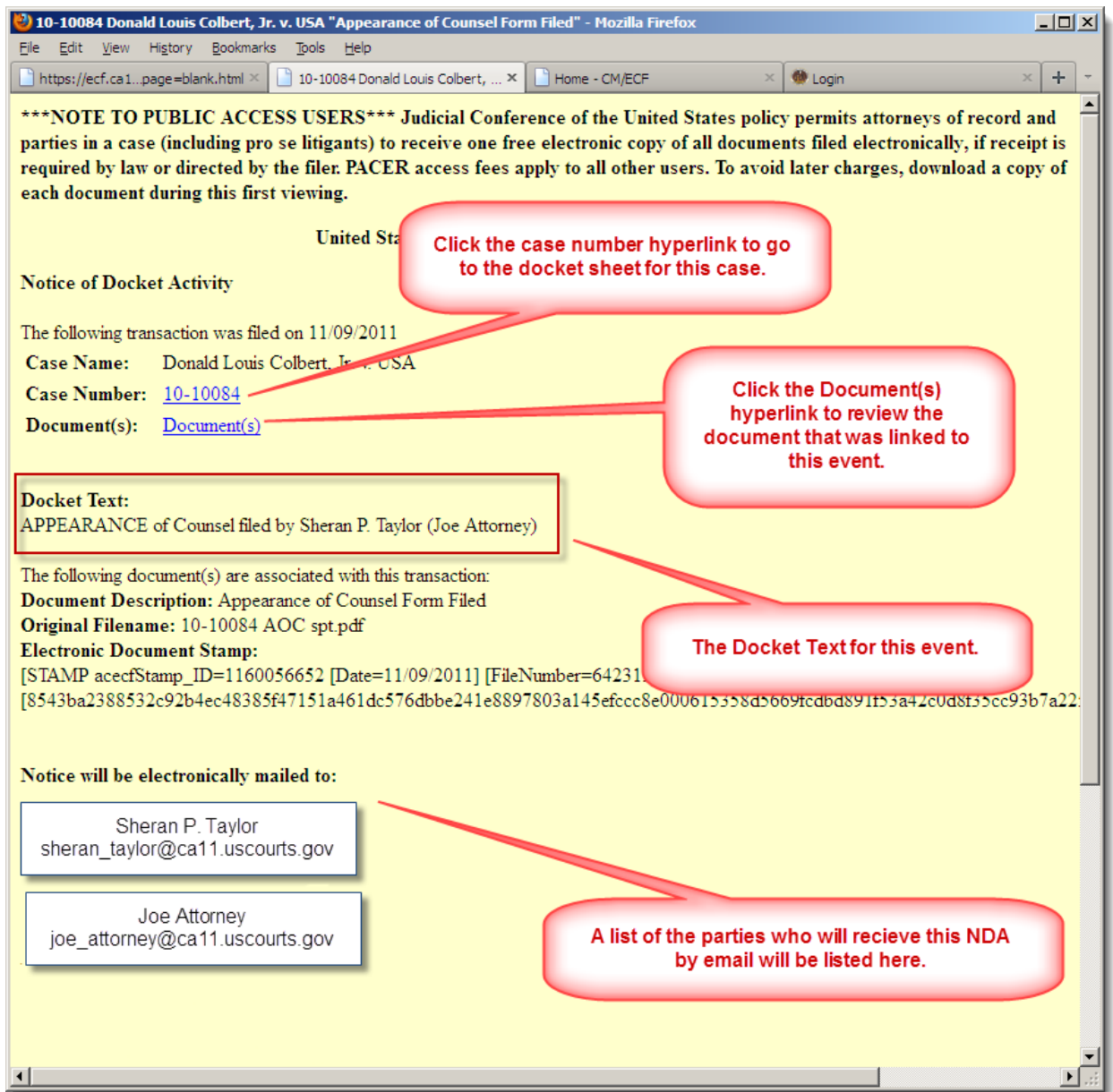


Figure 16 – Notice of Docketing Activity (NDA)