

Eleventh Circuit Court of Appeals

How to File an Appearance of Counsel Form

A N ATTORNEY FILER SHOULD FILE AN APPEARANCE OF COUNSEL FORM AT LEAST **TWO (2) DAYS PRIOR TO FILING ANY OTHER DOCUMENTS**. THE ECF SYSTEM WILL NOT ACCEPT ANY OTHER E-FILINGS FROM AN ATTORNEY FILER UNTIL THEIR APPEARANCE OF COUNSEL FORM HAS BEEN “PROCESSED” BY THE CLERK.



Complete and save the “fillable” Appearance of Counsel form that’s available on the Eleventh Circuit Court’s website through the menu Forms/Documents or click here: [Appearance of Counsel Form](#)

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

1. Login at [11th Circuit HOME website](http://www.ca11.uscourts.gov)
 - a. Click on the hyperlink [Electronic Case Filing \(ECF\) Login](#)

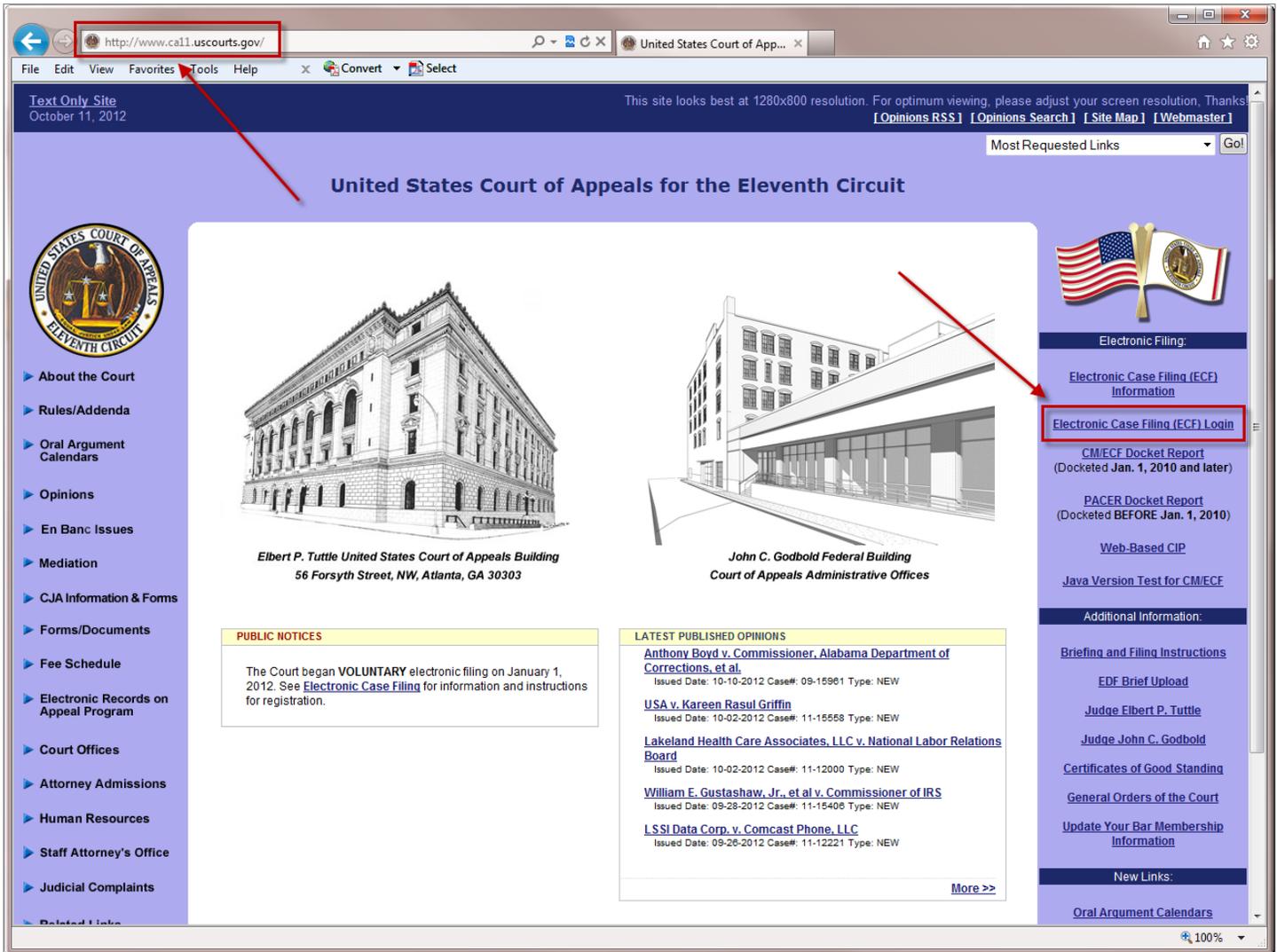


Figure 2 – This Court’s Home website.

2. **Appellate CM/ECF Login** page will appear.
 - a. Bookmark this page for future reference.
 - b. Select the check-box indicating that you understand the redaction rules.

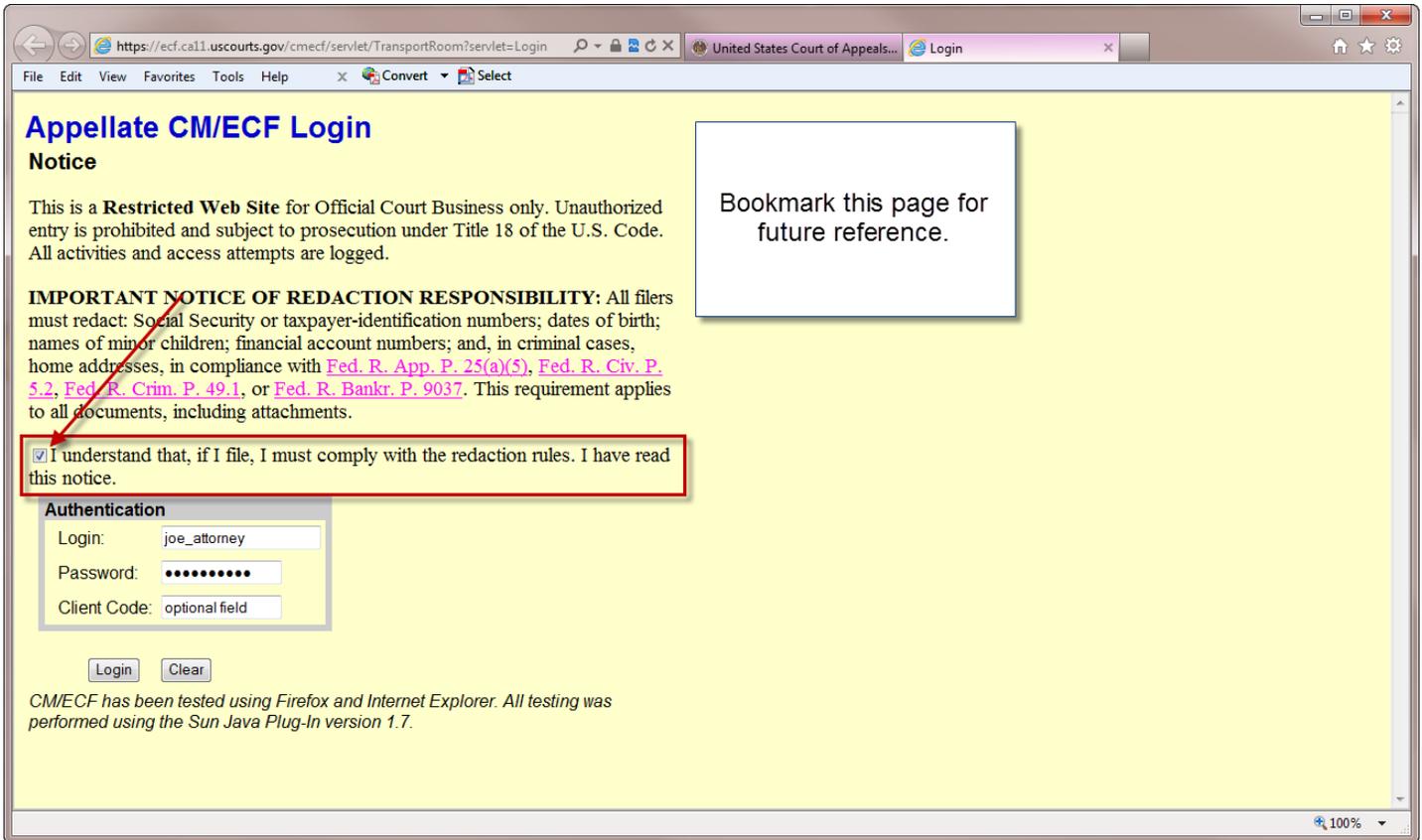


Figure 3 – Appellate CM/ECF Login page. Redaction Rules

3. Enter your Login and Password that was emailed to the primary email address when the ECF Application was submitted to PACER. If you have forgotten either your Login or Password, please contact PACER Service Center. For help with registration, contact the PACER Service Center at 800-676-6856 or pacer@psc.uscourts.gov.

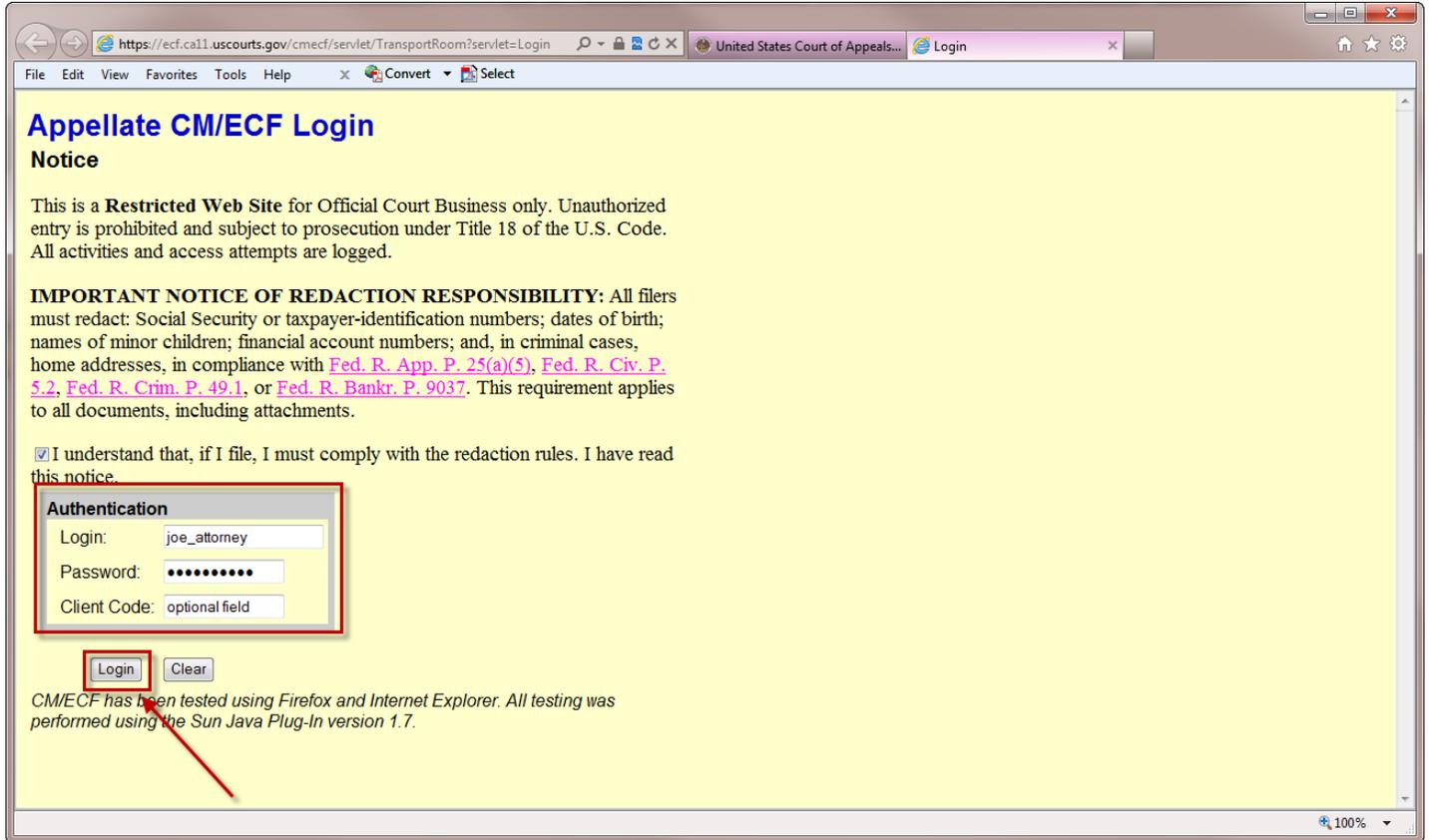


Figure 4 – Login and Password

4. Single click **Filing** from the menu bar, and select **File a Document** from the drop-down menu.

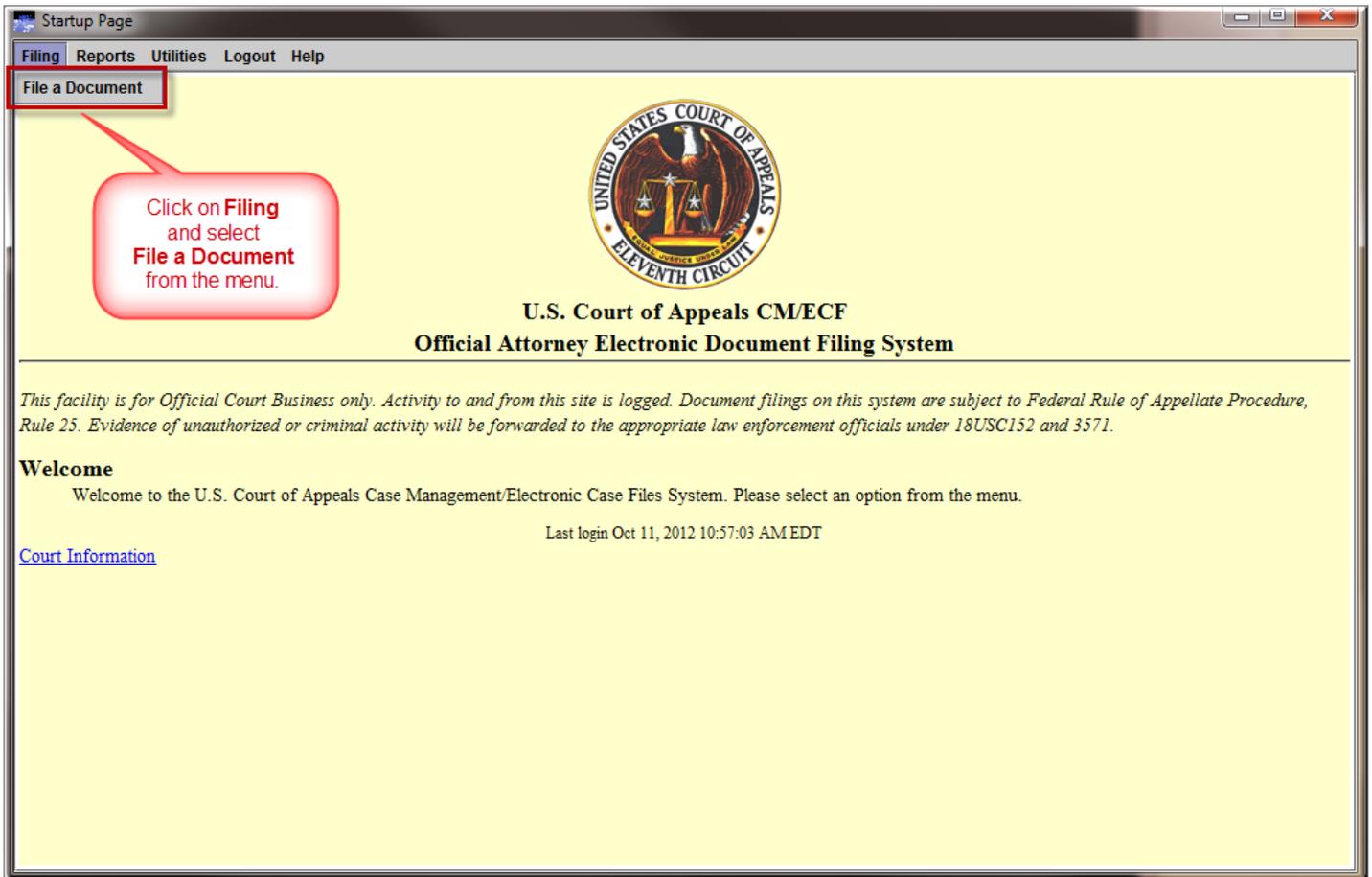


Figure 5 – File a Document

5. Place your cursor in the **Case:** text box, enter a case number and push the “Tab” button on your keyboard. This number should begin with a two digit year followed by dash and five numbers.

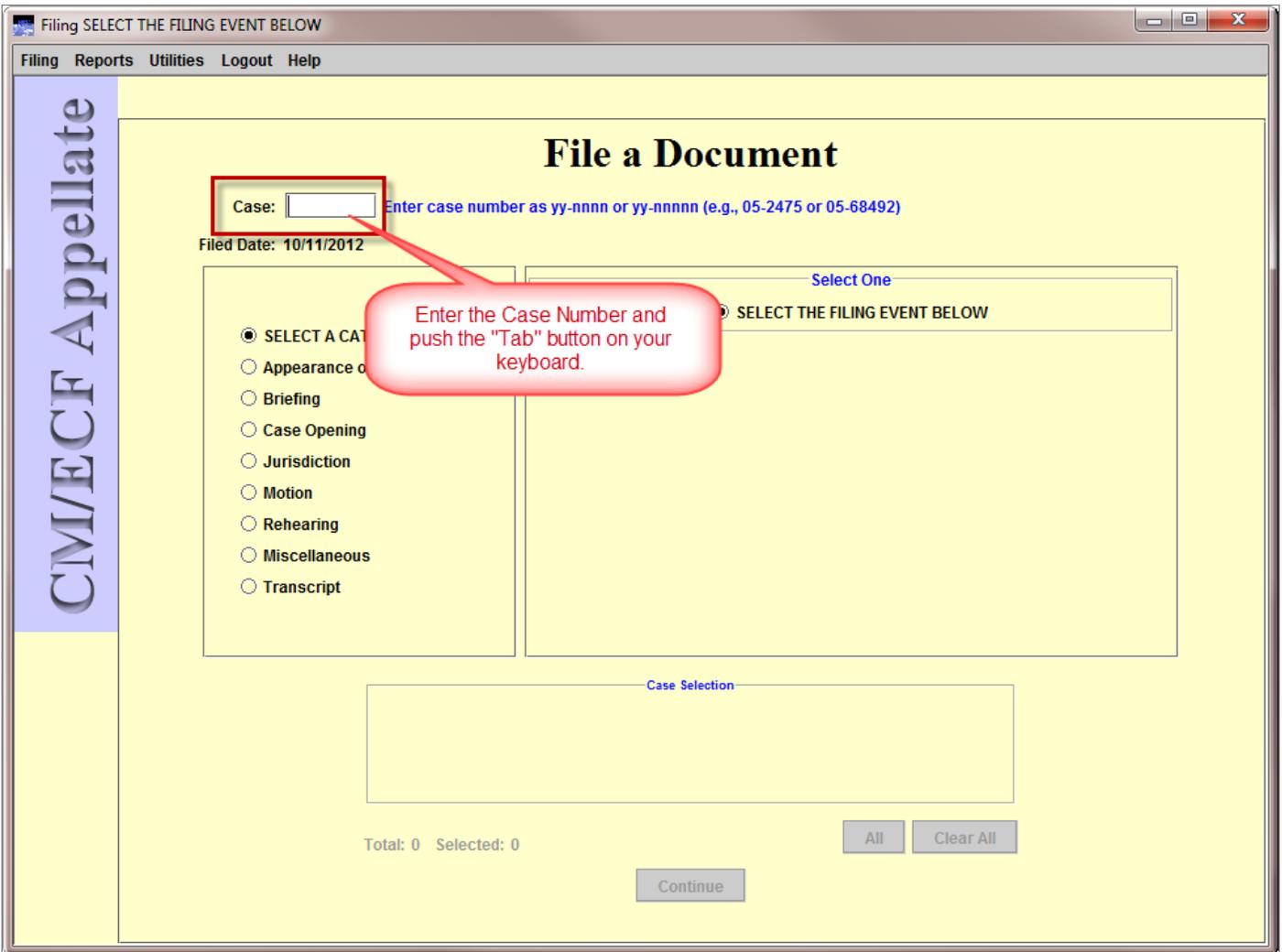


Figure 6 – Enter Case Number

6. The case number and the short caption of the case will appear at the top and bottom of the window

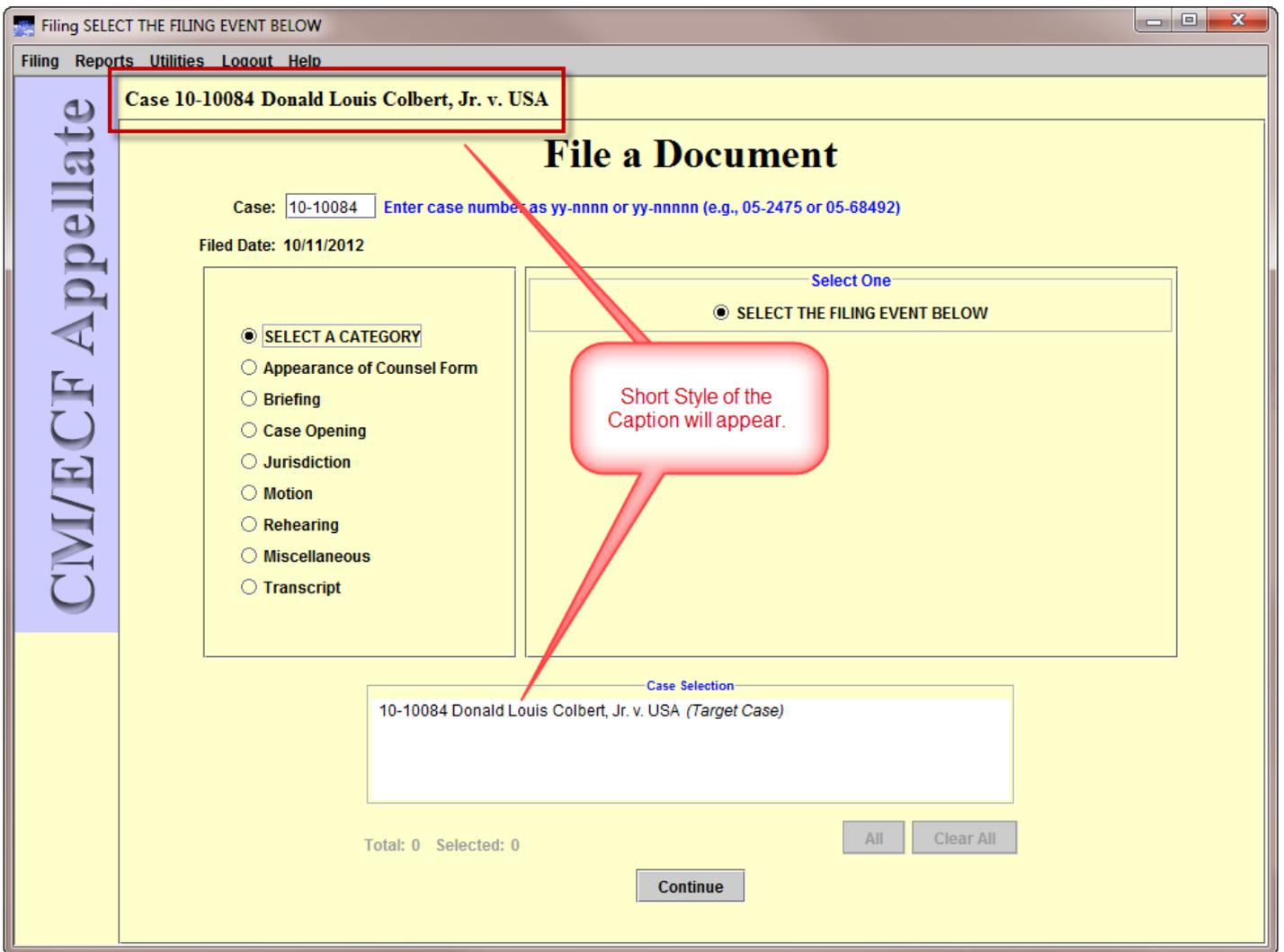


Figure 7 – Case Number and Short Caption will appear in two (2) places.

7. Click the radio button for **Appearance of Counsel Form** in the left pane. When the category is selected, the event for that category will display in the right pane. This event has only one selection “**Appearance of Counsel Form Filed**”.
 - a. Click the **Continue** button at the bottom of the page.

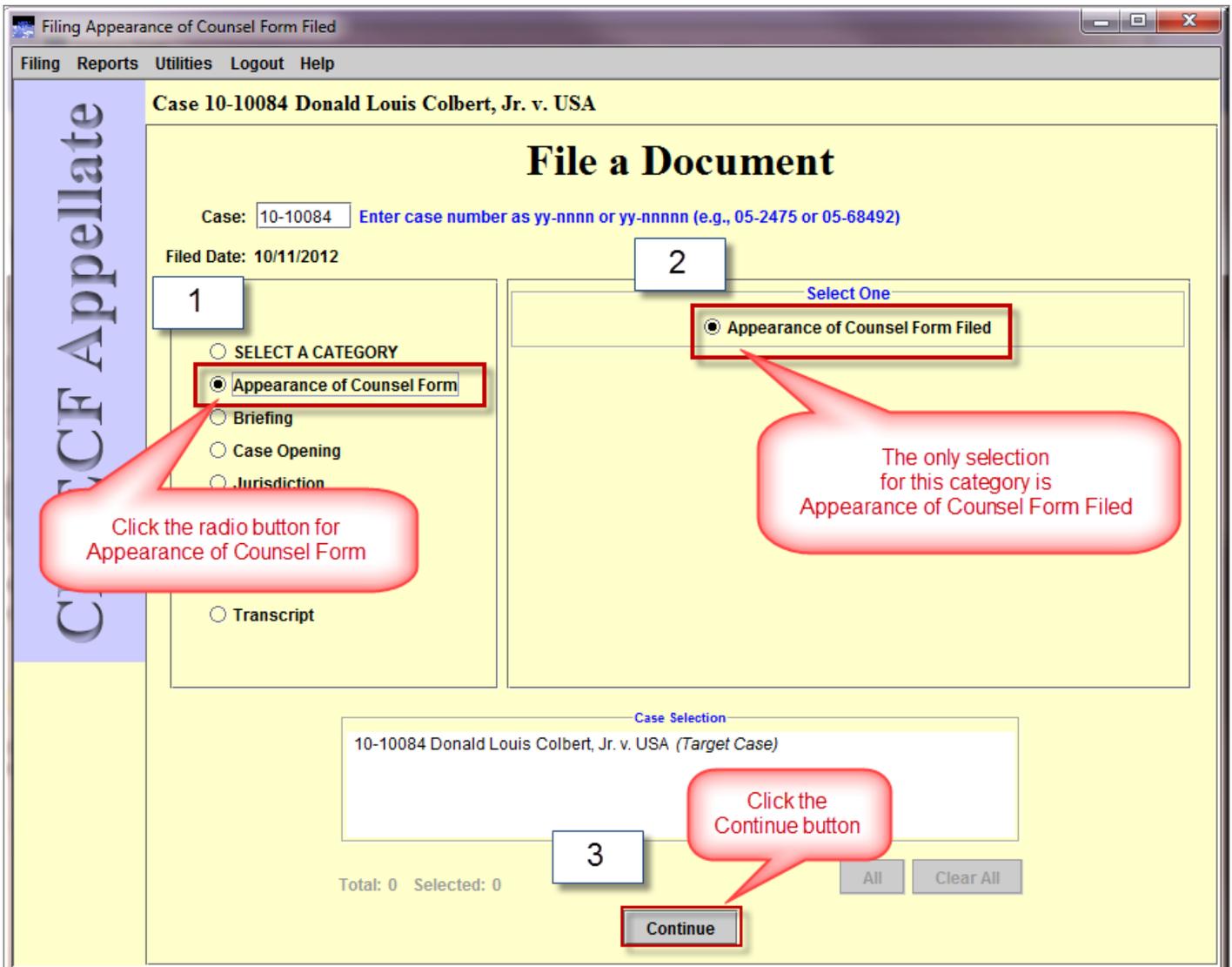


Figure 8 – Appearance of Counsel Form Filed

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.
 - 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**.
- b. Click the **OK** button to continue.

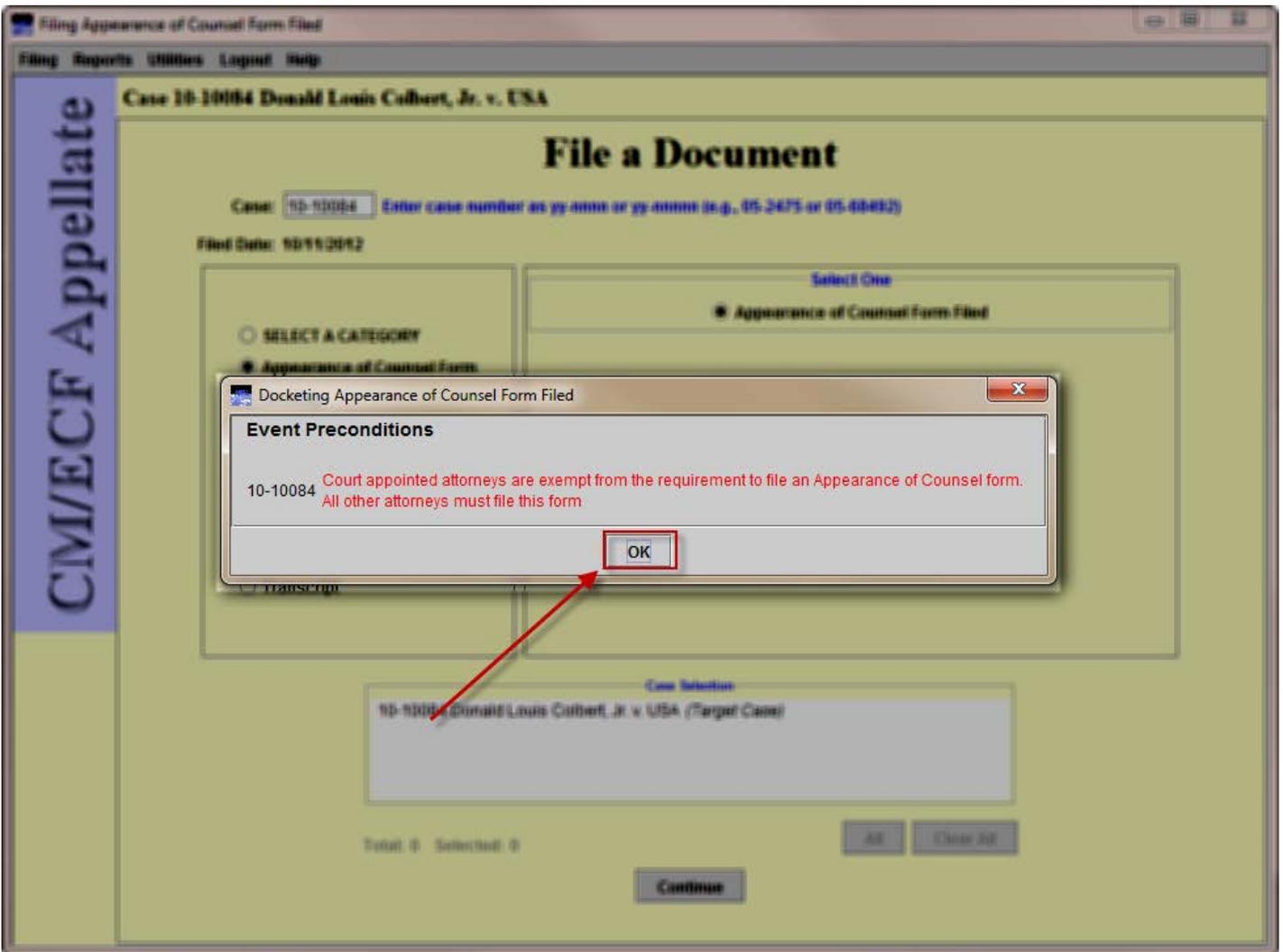


Figure 9 – Informational Pop-Up

9. 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.
 - a. If you need to docket an event in more than one appeal, this will need to be done in each appeal on an individual basis.
 - i. **Do not docket in cases identified as Multi or Cross appeals if they were filed after 6/1/2011.** If you are unsure if you should docket the same event in multiple appeals, please contact the clerk handling these appeals.

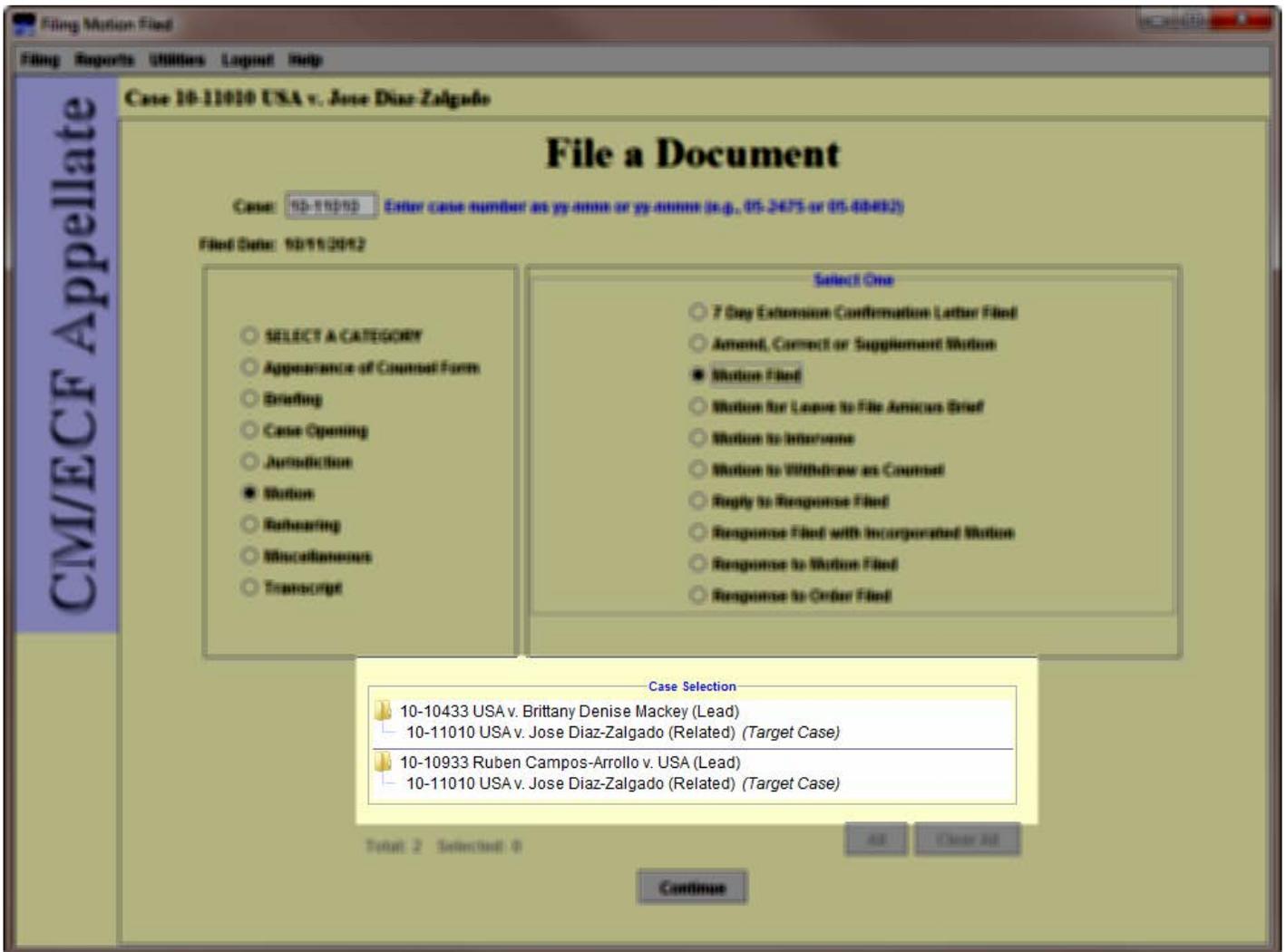


Figure 10 – Associated Appeals

10. **FIRST SECTION – ATTORNEYS LINKED TO THIS CASE.**

- a. Select the attorney’s name from the **Attorney Filer** section by checking the box to the left of the name. Please file only one (1) form for each event docketed.

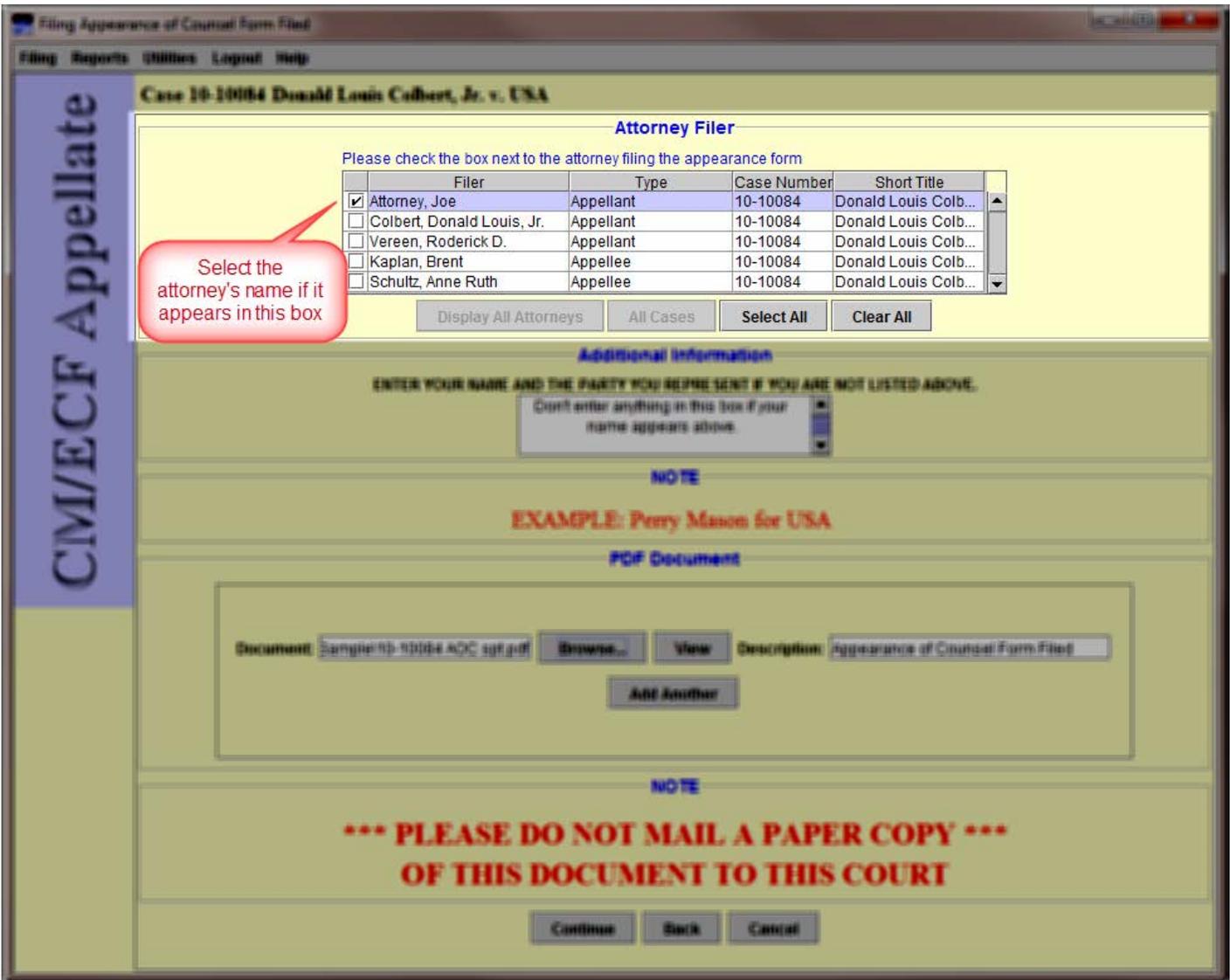


Figure 11 – Attorney Linked to this Case

11. SECOND SECTION – ATTORNEYS **NOT LINKED** TO THIS CASE.

a. *If the attorney is not listed in the first section, manually type the attorney’s name and the party represented.*

i. Enter the attorney’s name and the client(s) in the **Additional Information** section. Example: **Perry Mason for USA**

Example: **Bob Taylor for Walter Corp., Sanders Housing and Jane Doe.**

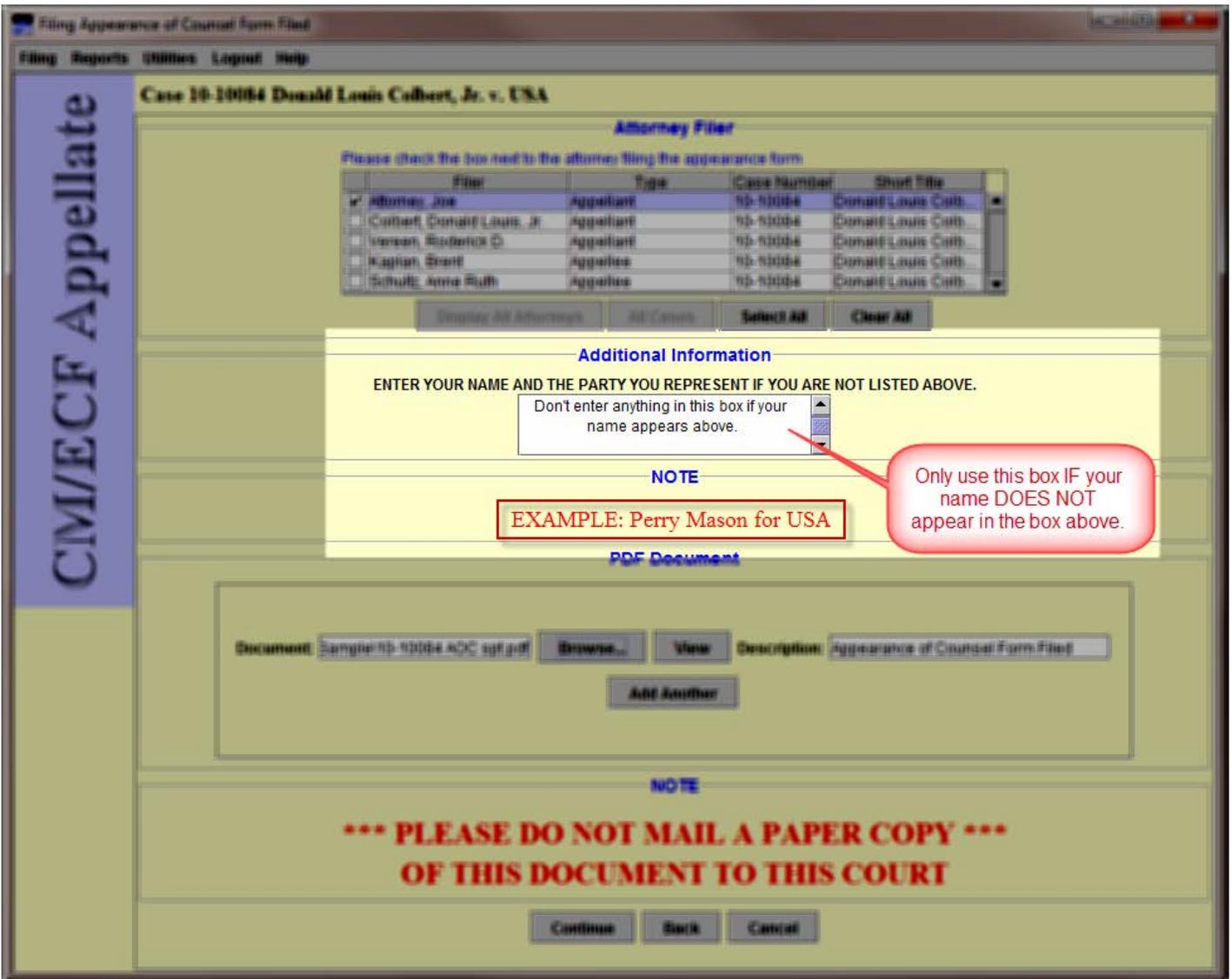


Figure 12 – Attorney not linked to this Case

12. **PDF Document**
 - a. Upload your **Appearance of Counsel Form**.
 - i. Click the **Continue** button.

CM/ECF Appellate

Filing Appearance of Counsel Form Filed

Filing Reports Dockets 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

File	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Adams, Joe	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Colbert, Donald Louis, Jr.	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Vanden, Rodrick D.	Appellant	10-10084	Donald Louis Colb.
<input type="checkbox"/> Kagan, Brent	Appellee	10-10084	Donald Louis Colb.
<input type="checkbox"/> Schulte, Anne Ruth	Appellee	10-10084	Donald Louis Colb.

Display All Attorneys All Cases Select All Clear All

Additional Information

ENTER YOUR NAME AND THE PARTY YOU REPRESENT IF YOU ARE NOT LISTED ABOVE.

Don't enter anything in this box if your name appears above.

NOTE

EXAMPLE: Perry Mason for USA

PDF Document

Document: Description:

NOTE

***** PLEASE DO NOT MAIL A PAPER COPY ***
OF THIS DOCUMENT TO THIS COURT**

Figure 13 – Upload PDF Document to this Case

- 13. **DO NOT MAIL THIS DOCUMENT TO THE COURT**
 - a. When a document has been filed in the ECF system, please **DO NOT** mail that document to this court.

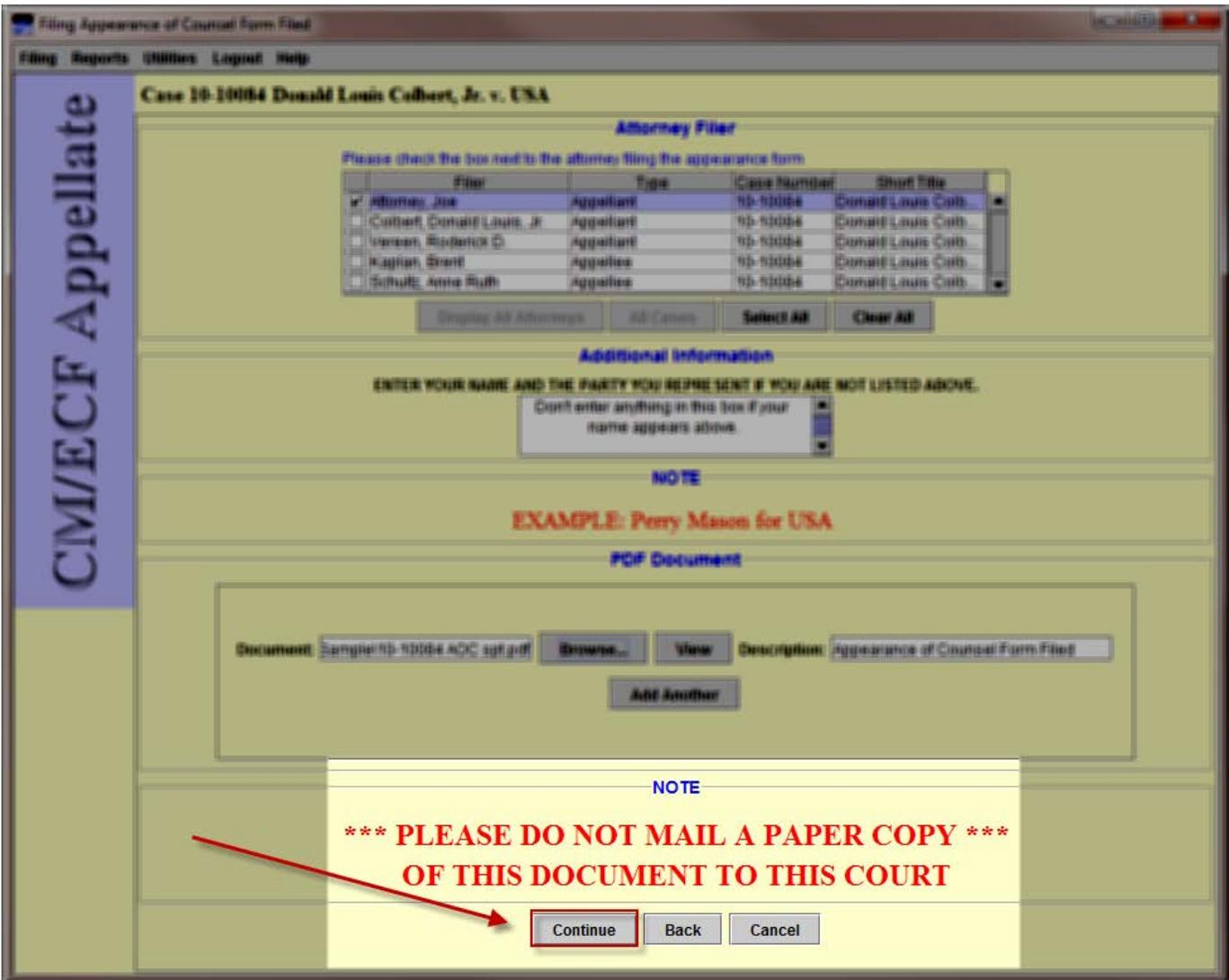


Figure 14 – Do not mail the document to this court if it’s been filed in the ECF system.

14. **Review Docket Text**

- a. The system gives you a chance to change your mind. Once you click the **Continue** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.
 - i. Click the **Back** button if the text doesn't read correctly.

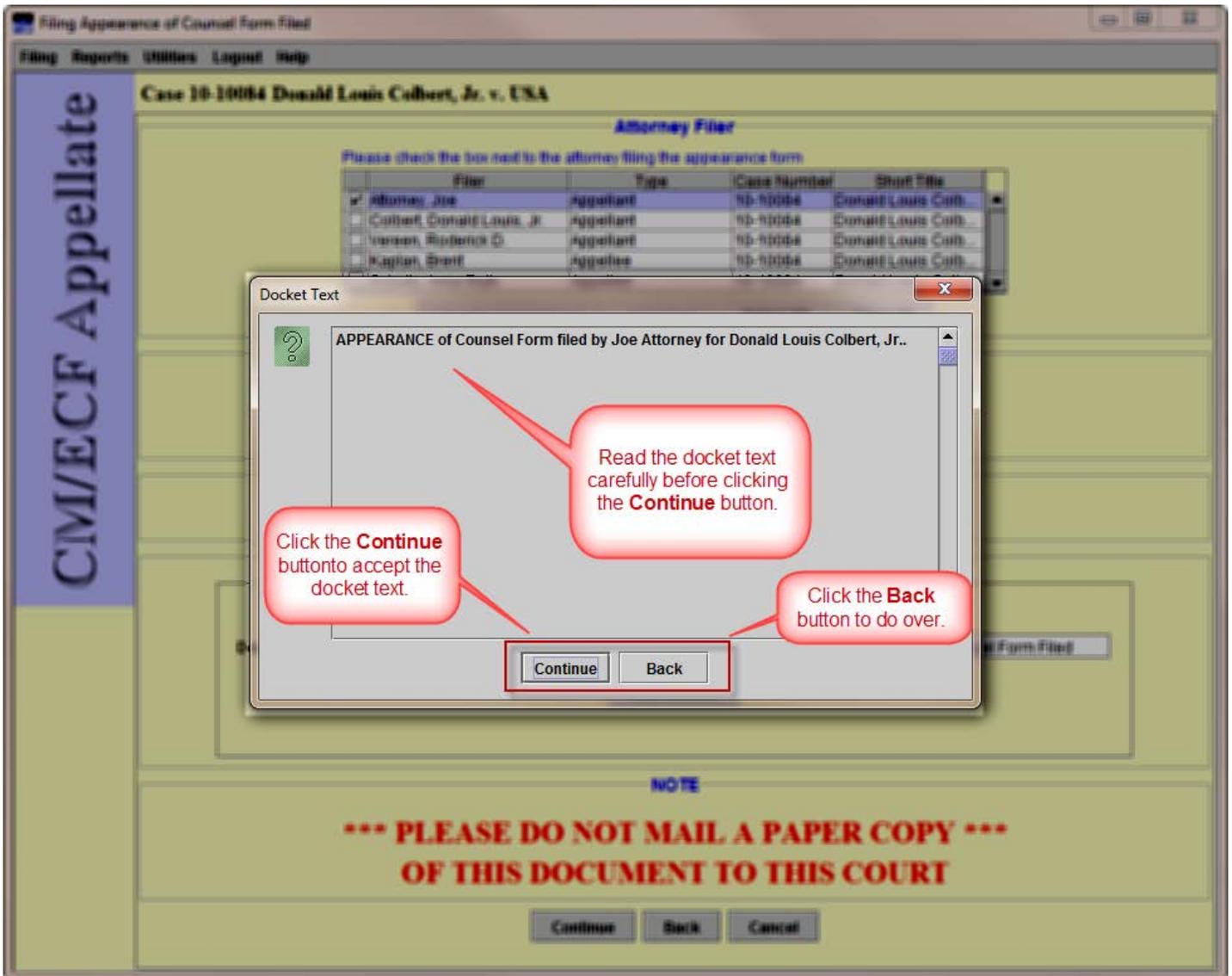


Figure 15 – Review of Docket Text

15. One Final Chance to change your mind.
 - a. Click the **Submit** button to continue.

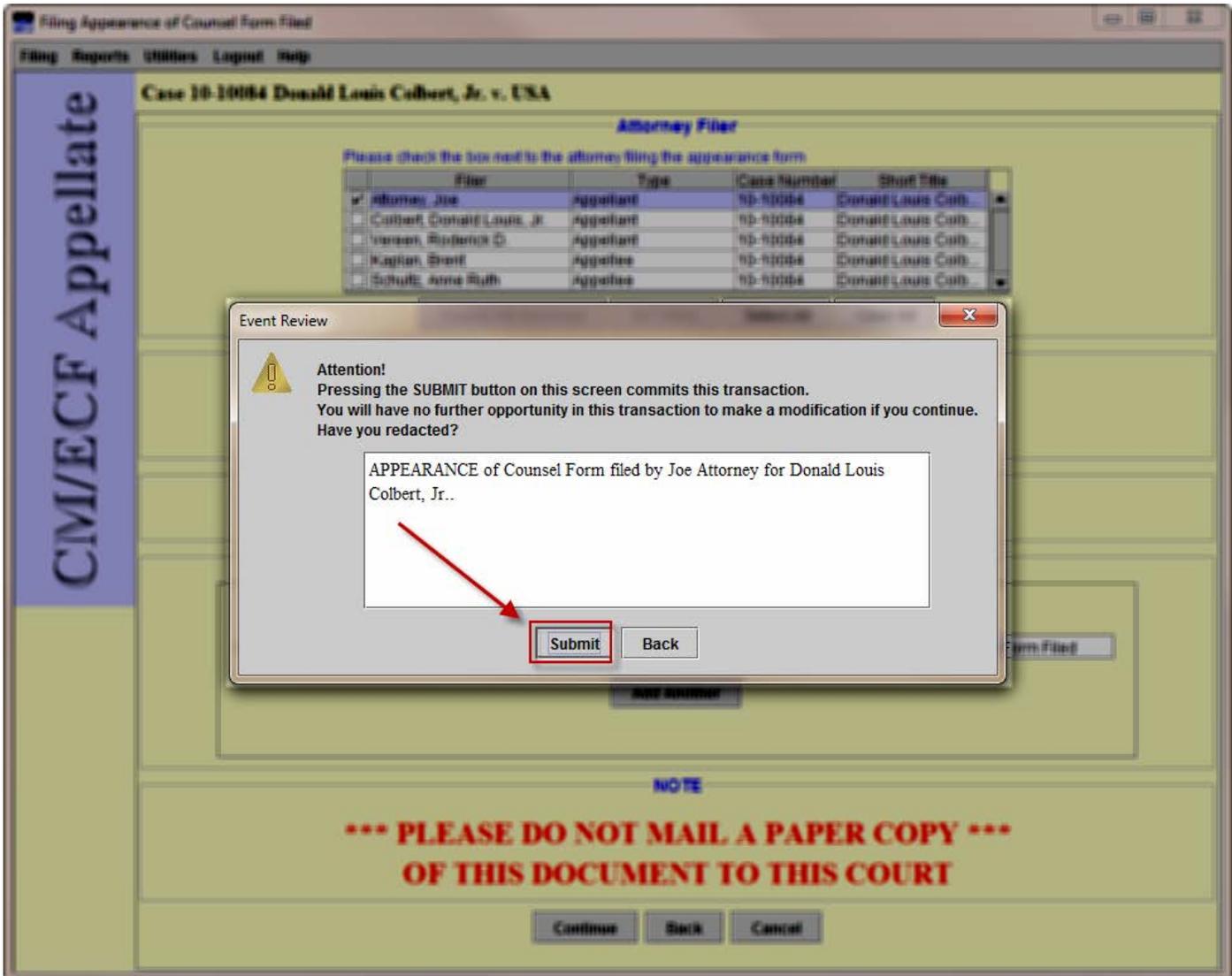


Figure 16 – Submit Event

16. Event Docketed

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

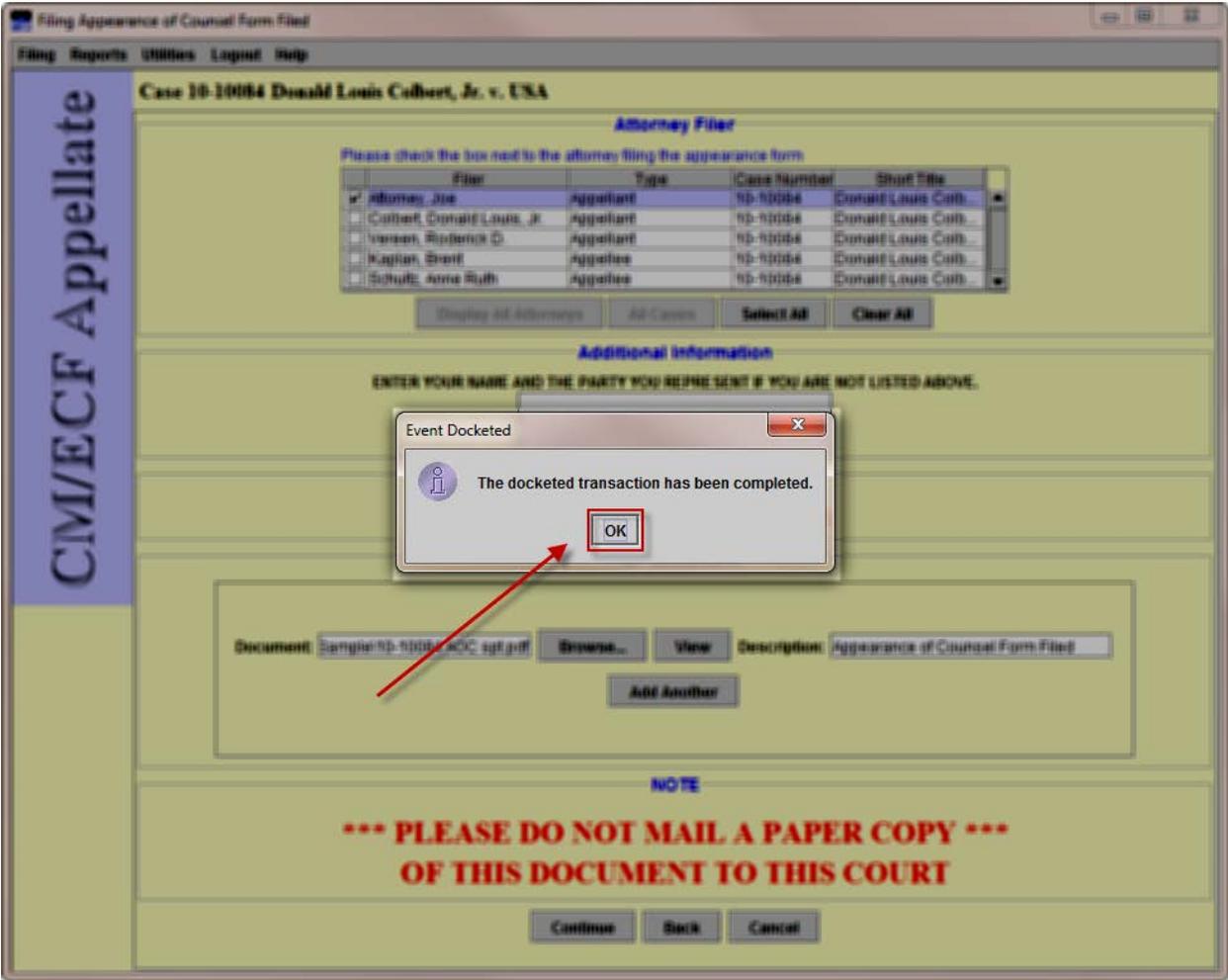


Figure 17 – Event Docketed

17. **Notice of Docketing Activity** (See Figure 16)

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

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Eleventh Circuit

Notice of Docket Activity

The following transaction was filed on 10/11/2012

Case Name: Donald Louis Colbert, Jr. v. USA

Case Number: [10-10084](#)

Document(s): [Document\(s\)](#)

Docket Text:
 APPEARANCE of Counsel Form filed by Joe Attorney for Donald Louis Colbert, Jr.. (ECF: Joe Attorney)

Notice will be electronically mailed to:

Anne Ruth Schultz, -
 Joe Attorney, -

Notice will not be electronically mailed to:

Roderick D. Vereen, -
 Law Offices of Roderick D. Vereen
 4770 BISCAYNE BLVD STE 1250
 MIAMI, FL 33137-3251

Brent Kaplan, -
 U.S. Attorney's Office
 500 E BROWARD BLVD
 FORT LAUDERDALE, FL 33394

The following document(s) are associated with this transaction:
Document Description: Appearance of Counsel Form Filed
Original Filename: 10-10084 AOC spt.pdf
Electronic Document Stamp:
 [STAMP acecfStamp_ID=1160056652 [Date=10/11/2012] [FileNumber=6688734-0]
 [6948704af0793e3f5dfc2cc81a0bd4c07db3527b2a4c273e96eb9163fc2f0abc91587aa16df80f59b2caffccd0d5d04e53ff97fbd1e1f1abf26919a2f4a6904]]

Callouts:

- Click Here to see the docket report.
- Click Here to see the PDF document.
- ECF Attorneys linked to this case. These attorneys got this NDA by email
- Docket Text
- Attorneys linked to this case that are **NOT ECF Attorneys**. You may or may not have served these attorneys by US Mail.
- ECF event used.

Figure 18 – Notice of Docketing Activity (NDA)