

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT**

John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210
(617) 748-9057
www.ca1.uscourts.gov

DOCKETING STATEMENT INSTRUCTIONS

1. Counsel for appellant must file a docketing statement for every case appealed or cross appealed to the First Circuit Court of Appeals. The docketing statement must be received by the court of appeals clerk's office within fourteen days after the case is docketed to be deemed timely filed. Copies must be served on all parties to the action below and, in counseled civil cases, on the First Circuit Settlement Counsel.
2. The attorney filing the notice of appeal is responsible for filing the docketing statement, even if different counsel will handle the appeal. In the case of multiple appellants represented by separate counsel, the parties must confer and decide who will file the docketing statement. Appellants proceeding pro se may file a docketing statement, but are not required to do so.
3. The docketing statement is also used by the First Circuit Settlement Counsel to facilitate pre-briefing review of civil cases in which all parties are represented by counsel and in mediation conducted in such cases under 1st Cir. R. 33.0. If counsel in a civil case believes a mediation conference would be beneficial, counsel may make a confidential request for mediation by contacting the Office of the Settlement Counsel directly at (617) 748-9624.
4. Counsel's failure to file the docketing statement within the time set forth will cause the court to initiate the process for dismissal of the appeal under 1st Cir. R. 3.0.
5. If an opposing party concludes that the docketing statement is in any way inaccurate, incomplete or misleading, that party should file any additions or corrections to the docketing statement with the clerk's office within seven days of service of the docketing statement, with copies to all other parties.
6. You must attach to the docketing statement:
 - Additional pages containing extended answers to questions on this form.
 - A certificate of service for this docketing statement indicating it has been served on all parties to the action below and, in counseled civil cases, on First Circuit Settlement Counsel.

- | | | |
|--|-----|----|
| E. Were there any in-court proceedings below? | Yes | No |
| If yes, is a transcript necessary for this appeal? | Yes | No |
| If yes, is transcript already on file with district court? | Yes | No |

F. List each adverse party to the appeal. If no attorney, give address and telephone number of the adverse party. Attach additional page if necessary.

1. Adverse party _____
Attorney _____
Address _____
Telephone _____

2. Adverse party _____
Attorney _____
Address _____
Telephone _____

3. Adverse party _____
Attorney _____
Address _____
Telephone _____

G. List name(s) and address(es) of appellant(s) who filed this notice of appeal and appellant's counsel. Attach additional page if necessary.

1. Appellant's name _____
Address _____
Telephone _____

Attorney's name _____
Firm _____
Address _____
Telephone _____

2. Appellant's name _____
Address _____
Telephone _____

Attorney's name _____
Firm _____
Address _____
Telephone _____

Will you be handling the appeal? (In criminal cases counsel below will handle the appeal unless relieved by this court.) Yes No

Fed. R. App. P. 12(b) provides that each attorney who files a notice of appeal must file with the clerk of the court of appeals a statement naming each party represented on appeal by that attorney. 1st Cir. R. 12.0 requires that statement in the form of an appearance.

A copy of this docketing statement must be served on all other parties to the appeal. In civil cases it must also be served on First Circuit Settlement Counsel, Civil Appeals Management Program, 1 Courthouse Way, Suite 3440, Boston, MA 022210. Proof of service must be attached.

Signature _____

Date _____