

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

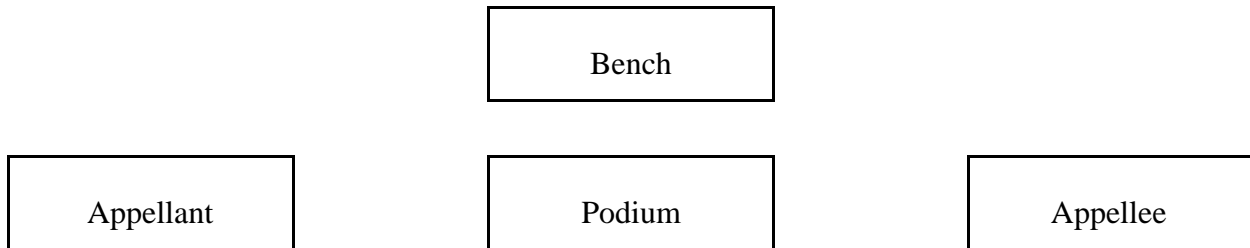
LEONARD GREEN
CLERK

TELEPHONE
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**ATTORNEY INSTRUCTIONS
ORAL ARGUMENT**

The following guidelines are provided in an effort to assist counsel in the oral argument process at the Sixth Circuit.

1. **Assigned Seating** - As you approach the bench, appellants are seated at the table on the left and appellees are seated on the right, as shown in the diagram below. **Only legal counsel are permitted to sit at the tables before the Bench.**



2. **Oral Argument Time Allotment** - In multi-defendant criminal cases, counsel is allotted 10 minutes per defendant. In all other cases, unless you have been otherwise instructed via written notice, counsel is allotted 15 minutes per side.
3. **Rebuttal Time** - Counsel for the appellant wishing to reserve some of his or her allotted argument time for rebuttal should so advise the presiding judge before starting argument.
4. **Timer System** - The court has approved the use of a timer system to assist counsel and the court in keeping track of the time allotted for argument. The operational aspects of the system will be demonstrated and explained before each argument session by the courtroom deputy assigned to each courtroom. Briefly, the system will provide both a digital count-down clock pre-set with the time allotted for arguments (appellant's time will be adjusted downward at the start of argument to reflect time reserved for rebuttal) as well as green, yellow and red light indicators. The lights will mean the following:

GREEN	-	Talk
YELLOW	-	One Minute Remaining to Summarize
RED	-	Time has expired

(over)

5. **Filing of Documents** - If you have documents not previously filed with the clerk's office that you wish to submit during oral argument, you are required to file the appropriate copies with the clerk's office prior to oral argument.
6. **Electronic Devices**- All electronic devices, *e.g.*, laptop computers, cellular telephones, pagers, must be turned off when in or in the vicinity of a courtroom.
7. **Attorney Admissions** - If you have not been admitted to the bar of the Sixth Circuit prior to oral argument, please notify the calendaring deputy in the clerk's office so that the necessary arrangements can be made.
8. **Attorney Waiting Room** - Each courtroom has an attorney waiting room in the immediate vicinity. The room numbers are:

Six East Courtroom: 636 Waiting Room: In foyer, by entrance

Six West Courtroom: 607 Waiting Room: 602

4th Floor Courtroom: 403 Waiting Room: In foyer, by entrance
9. **Sixth Circuit Library** - The Library, Room 312, is open from 8:00 a.m. to 5:00 p.m.
10. **Vending Area** - Vending machines are located in Room 12.
(Located in the Basement on the Walnut Street Side)
11. **Public Telephone Locations**- First floor, east and west side entrances; phone located at the counter of the Clerk's office, Room 524 (local calls only).
12. **Public Restroom Locations:**

4th Floor: Men's 411T Women's 402T
Six West: Men's 607T Women's 651T
Six East: Men's 6S2T Women's 634T

Feel free to ask questions of the calendaring or courtroom deputy in the event you require additional information.