

# General Information

## Normal Hours of Operation

Documents may be filed between 8:30 a.m. and 5:00 p.m., Monday through Friday, excluding federal holidays. Other office closings, such as for snow, are announced on the Clerk's Office phone line at **(513) 564-7000** and on the Court's Website, **www.ca6.uscourts.gov**. In the event you need to file an emergency motion outside normal business hours, appropriate arrangements should be made with the Clerk's Office in advance.

## Location of the Clerk's Office

100 E. Fifth Street  
Suite 540 Potter Stewart Courthouse  
Cincinnati, Ohio 45202

## Filing documents for the Sixth Circuit

File documents in person at the Clerk's Office, via the United States Postal Service, or by a third party carrier service. Appearance Forms, Transcript Order Forms and Civil Appeal Conference Statements may be filed by fax at (513) 564-7096, **in lieu of mailing**.

## Number of Copies

### Motions, Stipulations, Additional Citations, etc.

**Original and Three Copies**

### Briefs and Joint Appendices

**Original Proof Brief**

**Original and Six Copies** of the Final Brief

**Original and Four Copies** of the Joint Appendix

### Amicus Curiae Briefs

**Original and Six Copies**

If the parties do not consent, leave of the Court is required to file an Amicus Curiae Brief. The Brief must then be accompanied by the **Original and Three Copies** of a motion to become an Amicus Curiae. The United States, State, or the District of Columbia may file an Amicus-Curiae Brief without the consent of the parties or leave of court.

Appearance Of Counsel

One **Original**

Civil Appeal Conference Statement

**Original and Two Copies**

Petition for Review of an Agency

**Original and Four Copies**

Writ of Mandamus

**Original and Four Copies**

En Banc Petitions

**Original and Twenty-Five Copies of the petition and the decision for which En-Banc review is sought**

Receiving a copy of what was filed.

A party may obtain a file stamped copy of a pleading by providing the clerk with a pre-addressed stamped envelope and an extra copy of the pleading.

**Color of Covers**

Appellant Briefs	-	Both Proof and Final Briefs have Blue covers
Appellee Briefs	-	Both Proof and Final Briefs have Red covers
Reply Briefs	-	Both Proof and Final Briefs have Gray covers
Cross Appeal 1st Brief	-	Both Proof and Final Briefs have Blue covers
Cross Appeal 2nd Brief	-	Both Proof and Final Briefs have Red covers
Cross Appeal 3rd Brief	-	Both Proof and Final Briefs have Yellow covers
Cross Appeal 4th Brief	-	Both Proof and Final Briefs have Gray covers
BAP Appellant Briefs	-	Both Proof and Final Briefs have Tan covers

- BAP Appellee Briefs - Both Proof and Final Briefs have Green covers
- BAP Reply Briefs - Both Proof and Final Briefs have Yellow covers
- Amicus Brief - Filed with Green covers
- Intervener Briefs - Reflect the color of the side for which intervention is sought
- Supplemental Briefs - Same color as the principal brief
- Pro-Se Briefs - No cover or specific colored required
- Joint Appendix - White covers
- En Banc Petitions - White covers

### **Due Dates**

- Proof and Final Briefs - Deemed filed by the date of the Post Mark
- Joint Appendices - Deemed filed by the date of the Post Mark
- Motions - Must be received in the Clerk's Office by due date
- Petitions for Rehearing and/or En Banc Rehearing - Must be received in Clerk's Office no later than 14 days after entry of judgment; 45 days in a civil case if the United States or its officer or agency is a party.