



**UNITED STATES COURT OF APPEALS  
FOR THE FEDERAL CIRCUIT**  
717 MADISON PLACE, N.W.  
WASHINGTON, D.C. 20439

PETER R. MARKSTEINER  
CLERK OF COURT

CLERK'S OFFICE  
202-275-8000

May 19, 2021

**Information for Arguing Counsel Participating in Telephonic Arguments**

**1. Counsel Orientation**

An 11-minute orientation for arguing counsel is available [here](#). Arguing counsel, particularly those who have never participated in telephonic argument at the Federal Circuit, are strongly encouraged to view the orientation along with the information in this document.

**2. Telephone Conference Information**

By the Tuesday before the start of the month's session, you will receive an email containing a link to the telephone conference information for your scheduled argument.

**Note:** If you are arguing before more than one panel, you will receive a separate email for each panel.

**3. Confirming Contact Information and Argument Time**

**By the close of business the Wednesday before the start of the month's session**, please reply to the above email confirming

- a) the name of arguing counsel and preferred title (e.g., Mr., Ms., Mrs.);
- b) the number we can use to contact you, if needed, on the day of argument;  
and
- c) the amount of time you will be arguing, including any time for rebuttal and the order in which you intend to argue if you are sharing time with co-counsel or if your case involves more than two arguing parties.

We strongly encourage you to use a landline or wired VOIP connection to minimize connectivity and audio quality issues.

#### 4. **Connecting to Your Argument**

On the day of argument, please use the link provided in the email to **connect to the teleconference between 9:00 and 9:15 a.m. (Eastern)**. You will not be able to connect until 9:00 a.m. Instructions follow on page 5.

Once all arguing counsel have joined, or at 9:15 a.m. (whichever is earlier), the courtroom deputy will take roll call, confirm time divisions and contact information, and provide additional orientation information.

The public access line (streaming audio) will be connected at 9:45 a.m., and then the judges will be connected individually in order of seniority beginning at 9:50 a.m. The courtroom deputy will confirm everyone is present before court begins, which may be before 10:00 a.m.

Each case will be argued one after the other with only a brief pause in between each case, regardless of how long the argument for the preceding case lasts. Unless otherwise noted, cases will be heard in the order listed on the court calendar. **Please remain on the line until dismissed by the courtroom deputy.**

#### 5. **Panel Members**

The names of the panel members will be posted on the [Daily Schedule](#) of the court's website under the Argument menu no later than 9:00 a.m. the morning of the session. The courtroom deputy will also identify the names of the panel members after roll call has concluded, and this information will also be on the public audio access feed.

#### 6. **Presenting Your Argument**

At the start of each new case, counsel scheduled to argue that case will be unmuted. All other counsel will remain muted. We recommend counsel individually mute themselves when opposing counsel is speaking.

To improve sound quality, we recommend arguing counsel use a headset.

If using the speakerphone setting while presenting argument, please sit close to and speak directly toward the speakerphone receiver to minimize sound distortion and echo.

Please minimize the movement of papers during the argument and avoid placing papers directly in front of a speakerphone.

## 7. Tracking Time During Your Argument

The courtroom deputy will start the clock when counsel begins speaking (“green light”). **Counsel will hear one tone when entering any rebuttal time (“yellow light”) and one tone when time has expired (“red light”).** Where counsel are dividing argument, a separate time cue will be given for each counsel.

We recommend that counsel have a means for monitoring time apart from the tone cues, and counsel should disable or mute any personal sound cues.

**Note:** With some mobile devices, a timer sound cue will still be audible even if the device is set to silent mode. The timer sound cue must still be disabled.

## 8. Argument Recording

There will be an automated message whenever the recording starts and stops, usually at the beginning and end of each argument. Please wait for direction from the presiding judge or the courtroom deputy before speaking. **When the conference is being recorded, the court is in session and ordinary rules of decorum apply.**

Because the court will be posting the audio recording of each argument, please do not separately record the argument.

## 9. Handling Call Disruptions

**If you disconnect from the conference during your case,** the courtroom deputy will announce the disconnection and we will pause the proceeding and clock while we attempt to reconnect you using the number you provided. If we are unable to reconnect after a minute, try re-entering the teleconference through the link provided via email. If that does not work, please call the Clerk’s Office at 202-275-8049.

**If you disconnect from the conference before the courtroom deputy has introduced your case,** you can attempt to re-enter the teleconference through the link provided via email. If that does not work, please call the Clerk’s Office at 202-275-8049. The courtroom deputy will only attempt to reconnect you if you remain off the teleconference at the time your case is called.

## 10. Limit of One Connection Per Arguing Counsel

**To minimize call connections, we are only permitting one conference connection per arguing counsel.** You may have others present with you during argument to listen to the call with you, but they may not separately connect to the call and they must remain quiet. Courtroom staff will disconnect any connections beyond the one connection for arguing counsel. However, co-arguing counsel who are co-located for the argument may connect through a single connection.

Multiple arguing counsel may share a single phone, though it is discouraged. If you will be sharing a phone with a co-counsel, please inform the court of your intention in response to the connection information email.

## 11. Public Access Information

Given the extraordinary public health emergencies in the National Capital Region and the resulting restrictions on public access to the courthouse, the U.S. Court of Appeals for the Federal Circuit is providing media and public access to the audio stream of each panel scheduled for argument during the court's monthly sessions.

The streaming audio feeds begin at approximately 9:30 a.m. (Eastern) each scheduled day of argument and are available [here](#) or the [Daily Schedule](#) on the court's website. Attendees should plan to connect to the feed no later than 9:45 a.m. since arguments may start before 10:00 a.m. Recordings of all arguments will be posted on the court's [website](#) after the conclusion of arguments each day.

**If you have additional questions before your argument, please email [attorneyservices@cafc.uscourts.gov](mailto:attorneyservices@cafc.uscourts.gov) or call 202-275-8035.**

## How to Connect and Participate in the Teleconference

You will need a computer with an internet connection and a separate phone line. To minimize connection issues, please use a landline or wired VOIP connection.

1. Click the link provided in the email from the Clerk's Office.

The screenshot shows the AT&T Connect Audio Conference Monitor interface. It features a 'Join conference' section with radio buttons for 'As Guest' (selected) and 'As Host'. Below this is a text input field for 'Please enter your name:' containing 'Perry Mason', and a CAPTCHA image showing the number '7648' with a corresponding input field. A blue 'Continue' button is at the bottom left. Four red callout boxes with arrows point to these elements: 'a. Select "As Guest"', 'b. Enter your full name (omit any special characters)', 'c. Enter the number shown', and 'd. Click Continue'.

2. Once connected, select the **Call Me** option.

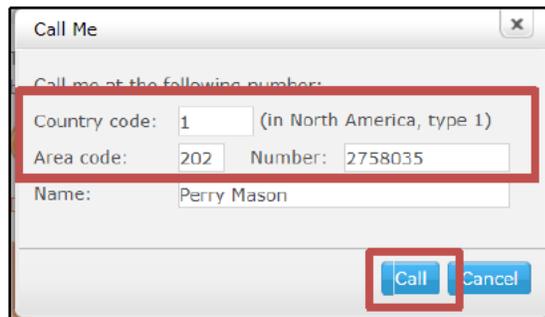
The screenshot shows the 'Participants View' section of the AT&T Connect Audio Conference Monitor. It displays a 'Welcome to RILEY TOUSSAINT's conference' message and instructions: 'To have AT&T Voice Conferencing call you, click the Call Me button.' An orange 'Call Me' button is highlighted with a red arrow. Below this is a section for 'Dial-in instructions (if you don't want to use Call Me):' which is enclosed in a red rectangular box with the text 'Ignore this section' centered inside.

If your attempt to connect fails, wait for the dialog box to finish and then click **Try Again**.

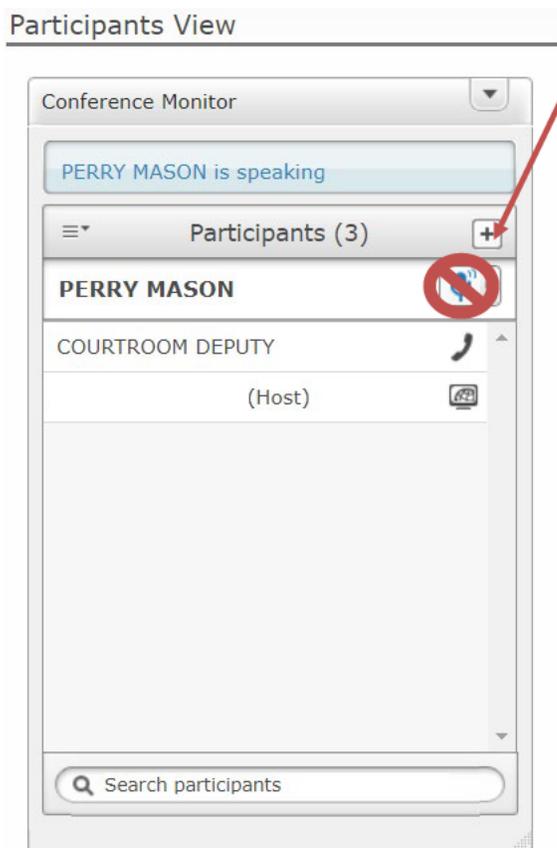
**Note:** Failure to connect may result from poor reception or your phone blocking an unrecognized number

**Note:** You will not see the **Call Me** option until the court starts the conference call at 9:00 a.m. (Eastern).

3. When prompted, enter your telephone number without dashes, then click **Call**.



4. When prompted, **press 1** to join the conference. You will enter in Listen Only mode automatically. At the appropriate time, the courtroom deputy will unmute you. There is a brief pause and an automated message when unmuting or muting participants.
5. From the **Participants View** panel, you will be able to see everyone else on the conference.



Do not use the Mute/Unmute function. Instead use the mute/unmute function on your individual phone.

6. When directed by the courtroom deputy, please hang up the phone. Doing so will disconnect you from the conference.