



**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

August 24, 2020

Instructions for Arguing Counsel Participating in Telephonic Arguments

1. 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. Regardless of whether you attend the optional orientation session, please look for an email from our office with your argument conference connection information.

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

2. 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;
- b) the number we can use to contact you 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.

3. Connecting to Your Argument

On the day of argument, please use the provided link 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 4.

Once you connect to the conference, please remain on the line until dismissed by the courtroom deputy. Once all arguing counsel have joined, or at 9:30 a.m. (whichever is earlier), the courtroom deputy will take roll call and confirm time divisions. **You must be on the call no later than 9:30 a.m.** 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.

4. **Panel Members**

The names of the panel members will be posted on the court's website under the Upcoming Oral Arguments section under the Argument tab 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.

5. **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.

6. **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"). 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.

7. **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.

8. **Handling Call Disruptions**

If you drop from the conference during your case, the courtroom deputy will announce the dropping, pause the proceeding and clock, and attempt to reconnect you using the number you provided. Please wait a moment before contacting the court. 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.

9. **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.

10. **Public Access Information**

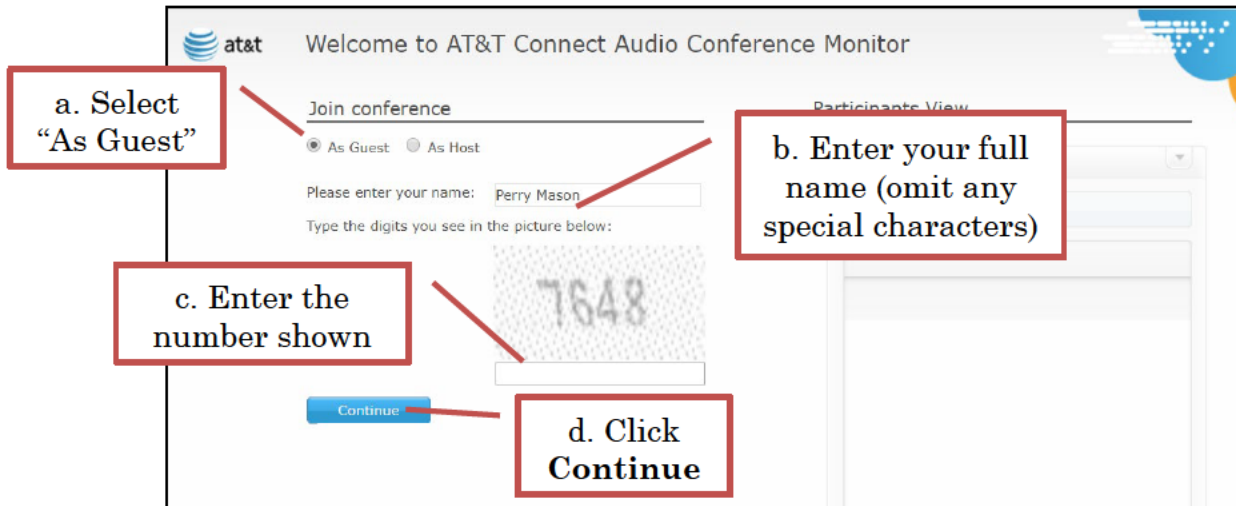
We are providing a separate public access line for non-arguing co-counsel and any other interested parties and members of the media to listen to live audio of each argument. Public access information for each panel will be available on the court's website by 9:00 a.m. (Eastern) on the first day of the court's monthly session. Access information will be available at <http://www.cafc.uscourts.gov/public-access-arguments>.

If you have additional questions before your argument, please email attorneyservices@cafc.uscourts.gov.

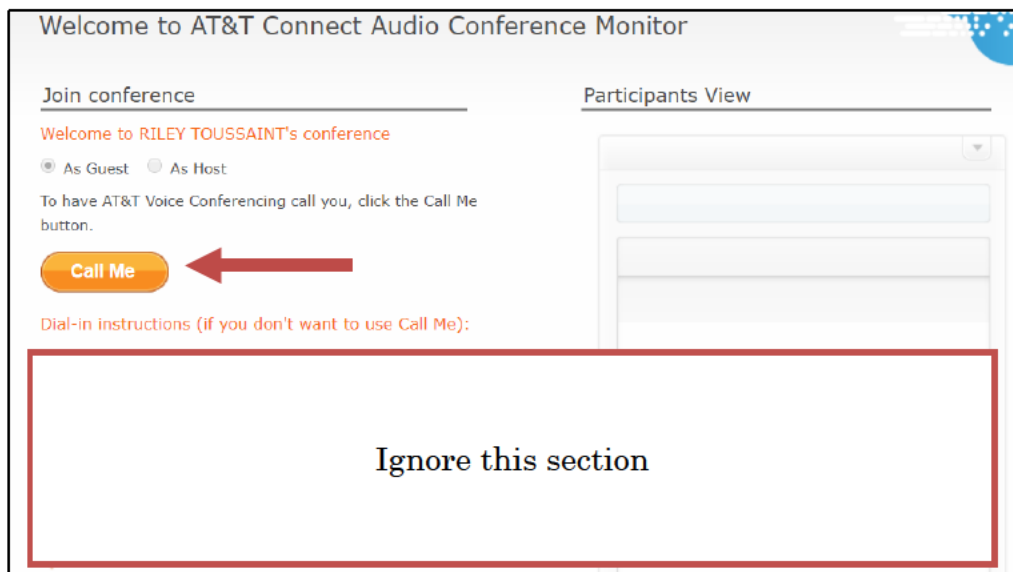
How to Connect and Participate in the Teleconference

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.



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

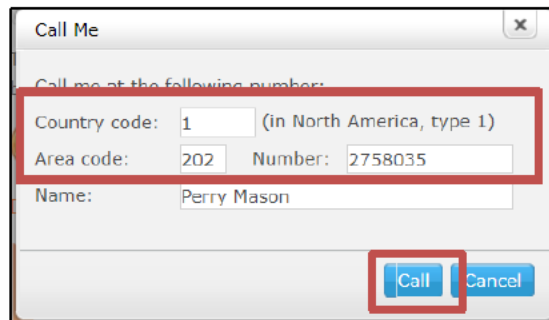


If your attempt to connect fails, wait for the dialog box to finish and then click **Try Again**.

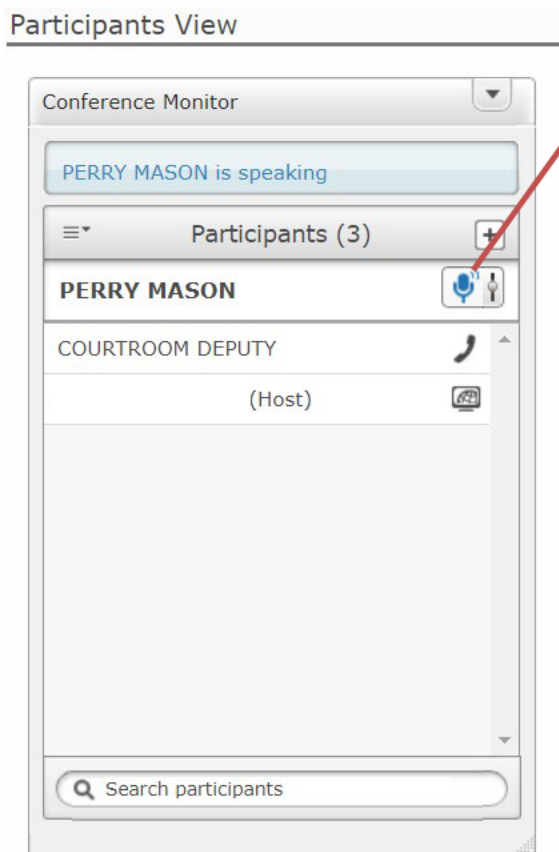
Note: Failure to connect may result from poor reception or your phone blocking an unrecognized number

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

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



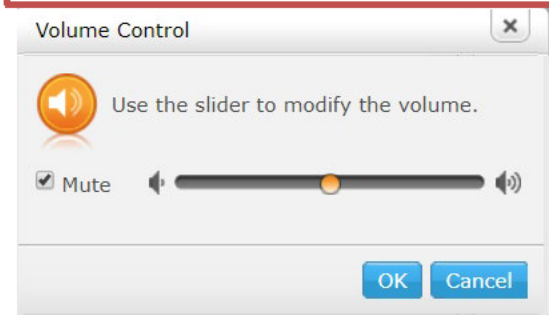
4. When prompted, **press 1** to join the conference. You will enter in Listen Only mode automatically. At the appropriate time, the courtroom deputy will unmute you. There is a brief pause and an automated message when unmuting or muting participants.
5. From the **Participants View** panel, you will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



To Mute/Unmute:

- a. Click the microphone to mute or unmute yourself
- b. Press *6 on your telephone keypad to mute or unmute
- c. Press the Mute button on your phone

You can also click the volume slide to adjust your volume level.



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