

**UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT
Office of the Staff Counsel
40 Foley Square
Room 622
New York, NY 10007**

**Roseann B. MacKechnie,
Clerk**

**Frank J. Scardilli
Staff Counsel
(212)857-8760**

**In re: SAMPLE PRE-ARGUMENT CONFERENCE NOTICE
01-7000**

PRE-ARGUMENT CONFERENCE NOTICE AND ORDER

A PRE-ARGUMENT CONFERENCE has been scheduled for January 2, 2002 at 11:45 am, at the United States Courthouse, 40 Foley Square, New York, NY 10007 in Room 622.

To effectuate the purposes of the Conference, the **attorneys in charge of the appeal or proceeding are required to attend and must:**

- (1) have full authority to settle or otherwise dispose of the appeal or proceeding;
- (2) be fully prepared to discuss and evaluate seriously the legal merit of each issue on appeal or review;
- (3) be prepared to narrow, eliminate, or clarify issues on appeal when appropriate

Any other matters which the Staff Counsel determines may aid in the handling or the disposition of the proceedings may be discussed. Counsel may raise any other pertinent matter they wish at the Conference.

*** To insure that all parties have received notice of the scheduled pre-argument conference, counsel should confirm with each other the time and place of the conference at least 48 hours prior to the conference.**

**** Counsel are requested to call (212) 857-8760 upon receipt of this notice.**

Date _____

BY: _____
Staff Counsel