

UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT
UNITED STATES COURTHOUSE
40 FOLEY SQUARE
New York, New York 10007
(212) 857-8500 Phone

JOHN M. WALKER, JR.
CHIEF JUDGE

ROSEANN B. MACKECHNIE
CLERK OF COURT

August 2, 2001

Attorney's Name
Company Name
Street Address
City, State, Zip Code

Re: Docket Number: _____ Title of Case [_____ v. _____]

District Court Docket No. xx-xx-xxxx

Deputy Clerk: _____

Telephone No.: 212-857-_____

Dear Counsel:

We have today docketed a notice of appeal filed by _____ in the above-referenced case as docket number _____. This docket number must appear on all documents related to this case which are submitted to this Court. Enclosed is a copy of our docket sheet including the caption page, and instructions regarding the filing and processing of a civil appeal in this Court. Also, enclosed is an acknowledgment letter. Please return the enclosed acknowledgment within ten (10) days of the date of this letter with the following information:

YOUR CORRECT ADDRESS AND TELEPHONE NUMBER: Please check the enclosed attorney listing page of the docket sheet and advise this court of any incorrect information in writing on the enclosed acknowledgment form. **THE COURT WILL GIVE NOTICE OR SERVE COPIES OF ORDERS TO ONLY ONE COUNSEL PER PARTY (OR GROUP OF COLLECTIVELY REPRESENTED PARTIES). COUNSEL ARE REQUIRED TO DESIGNATE ON THE ATTACHED ACKNOWLEDGMENT LETTER A LEAD ATTORNEY TO ACCEPT ALL NOTICE FROM THIS COURT IN THIS APPEAL, WHO WILL, IN TURN, BE RESPONSIBLE FOR NOTIFYING ANY ASSOCIATED COUNSEL.**

ApxG

CAPTION: Attached is the full caption in this matter taken from the district court docket. Please review this attachment carefully and promptly advise this Court of any discrepancies in writing on the enclosed acknowledgment form. The caption is as the case was originally filed unless the district court has specifically ordered otherwise. N.B. The mere fact that a party has been terminated from the action does not automatically result in the party being deleted from the caption unless the district court entered an order directing that the caption be so amended.

APPELLATE DESIGNATION: Please review whether your client is correctly listed as appellant or appellee in the party listing of the page of the docket sheet and in the caption. Should you believe there is an error, please advise in writing on the acknowledgment form. Timely submission of the acknowledgment form will be constituted as compliance with the requirement to file a Representation Statement set forth in Rule 12(b) of the Federal Rules of Appellate Procedure.

Please read the enclosed instructions. If you have any questions with regard to this pending appeal, please call the Deputy Clerk whose name is given above.

Sincerely,

ROSEANN B. MacKECHNIE, Clerk

By: _____
Deputy Clerk

Enclosures: U.S.C.A. Docket Sheet, including Caption Page
Instructions
Acknowledgment Form

ACKNOWLEDGMENT LETTER – CIVIL CASE

RETURN THIS LETTER TO THE COURT WITHIN TEN (10) DAYS OF DATE OF DOCKETING LETTER.

Re: Docket Number: _____

Title of Case: _____ v. _____

Dear [Name], Deputy Clerk:

This is to acknowledge receipt of your docketing letter in the above case. I acknowledge that I am the (Lead) attorney of record for:

My NAME, ADDRESS and PHONE NUMBER on your Court records is:

_____ Correct.

_____ Incorrect. Please amend your records as follows:

Name: _____

Firm: _____

Address: _____

Telephone: _____

The CAPTION as indicated is:

_____ Correct.

_____ Incorrect. See attached caption page **WITH CORRECTIONS**.

The APPELLATE DESIGNATION (Appellant or Appellee) assigned to my client is:

_____ Correct.

_____ Incorrect. My client(s): _____

Should be listed as: _____

_____ Incorrect. My clients do not wish to participate in this appeal.

I have read the instructions enclosed with the docketing letter.

Sincerely,

(Signature and Print Name)