

## Instructions for Oral Argument in the Third Circuit Court of Appeals

### A. Sign-in of Counsel Prior to Oral Argument

Before Court is in session, counsel or parties arguing are to register with the Court Crier in the designated Courtroom.

### B. Substitution of Counsel

1. Counsel must give the Clerk's Office at least **24 hours notice for substitution of counsel** arguing before the Court. Substitute Counsel must be a member of the bar of the Third Circuit and must file an entry of appearance form before arguing.
2. Emergency substitutions of counsel may be made on the morning of oral argument by advising the court crier or the Clerk's Office. Substitute counsel appearing on an emergency basis must be a member of the Third Circuit bar, or if time does not permit, request *pro hac vice* admission from the panel of the Court pending formal admission to the Court's bar. An appearance form must be completed and submitted to the court crier or Clerk's Office.

### C. Oral Argument Procedures

1. At the outset of the argument, counsel shall state for the record:
  - a. his or her name;
  - b. the identity of the party represented; and
  - c. if an appellant or cross/appellant, the amount of time rebuttal time wished to be reserved.
2. Argument Time
  - a. Green Light (principal argument) is displayed for 80% of the time allotted;
  - b. Amber Light (summation) is displayed for 20% of the allotted time;
  - c. Red Light is displayed at the conclusion of the allotted argument time.
3. Multiple Counsel Arguing for Parties on the Same Side shall inform the Clerk's Office of the following (on the form below):
  - a. the order in which each counsel and party will argue
  - b. the division of time for each counsel and party. The time allocated by the Court for each side is for all parties arguing on that side and must be divided among the parties on that side. If the parties cannot agree among themselves on a division of time, the Court must be informed at the beginning of the argument.

ORAL ARGUMENT INFORMATION FOR MULTIPLE PARTIES  
OR ATTORNEYS ARGUING ON THE SAME SIDE

**Please fax the following information to Pamela Lester in the Clerk's  
Office at 215-597-2643**

Counsel for Appellant(s) or Petitioner(s), order in which counsel will argue and division of allotted time:

	Name of Counsel and Order in Which Will Argue	Docket Number	Amount of Allotted Time to be Taken
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Counsel for Appellee(s) or Respondent(s), order in which counsel will argue and division of allotted time:

	Name of Counsel and Order in Which Will Argue	Docket Number	Amount of Allotted Time to be Taken
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____