

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT  
CLERK'S OFFICE DIRECTORY**

**OFFICE OF THE CLERK  
21400 U.S. COURTHOUSE  
601 MARKET STREET  
PHILADELPHIA, PA 19106**

**PATRICIA S. DODSZUWEIT, CLERK  
MAIN NUMBER - 215-597-2995**

Susan (sjb), Attorney Admissions

267-299-4906

**ECF Help Desk - 267-299-4970**

**Email Address:** [ecf\\_helpdesk@ca3.uscourts.gov](mailto:ecf_helpdesk@ca3.uscourts.gov)

Hours of operation 10am to 12pm and 2pm to 4pm

**CASE OPENING SPECIALISTS** - Questions about the initial intake and opening of an appeal or petition should be directed to the case opening specialists.

Laura (Case Intake/Assignments Specialist)

lld

267-299-4925

Tonya (Case Intake/Assignments Clerk)

tyw

267-299-4938

**CASE MANAGERS TEAM** - Questions about the docketing of a case, ordering transcripts of district court proceedings, entry of appearance, civil information statements, motions, and rehearing petitions should be directed to the case manager. The name of the case manager assigned to a case was sent to you with the case opening letters. The phone numbers are listed below.

Shannon  
Case Management Coordinator

slc

267-299-4959

Pam

pdb

267-299-4943

Stephanie

sb

267-299-4926

Caitlyn

cjg

267-299-4956

James

jk

267-299-4958

Timothy

tmm

267-299-4953

Laurie

lmr

267-299-4936

Kirsi

kr

267-299-4947

Carmella

clw

267-299-4928

Tonya

tyw

267-299-4938

Gina

gma

267-299-4921

**CALENDARING/BRIEF PROCESSING**

For questions about the scheduling/calendar of a case, oral argument, CD's of argument or video argument, please call **215-597-2995** and then **press 4**.

For questions about briefs or appendices, please call **215-597-2995** and **press 2**.

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**ATTORNEYS / LEGAL ASSISTANTS**

Kelly	Chief Deputy Clerk	267-299-4904
Helen	Attorney	267-299-4934
Robert	Attorney	267-299-4907
Kelly	Attorney	267-299-4913
Alicia	Attorney	267-299-4937
Nicole	Legal Assistant Coordinator	267-299-4924
Marianne	Legal Assistant	267-299-4911
Aina	Legal Assistant	267-299-4957
Desiree	Legal Assistant	267-299-4252
<b>CRIMINAL JUSTICE ACT (CJA)</b> For questions regarding the processing of compensation claims		
Nicole	Legal Assistant Coordinator	267-299-4924
Kelly	Chief Deputy Clerk	267-299-4904

*Updated: March 26, 2020*

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