

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

**OFFICE OF THE CLERK
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ATTORNEY ADMISSIONS

Susan (sjb), Attorney Admissions

267-299-4906

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CRIMINAL JUSTICE ACT (CJA)- Questions regarding the processing of compensation claims
CJA Help Desk - 267-299-4966

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ECF Help Desk - 267-299-4970

Email Address: 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 Specialist)

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 initials of the case manager also appear in red at the top right corner of the docket sheet in CM/ECF. The initials and 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

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Laurie

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Tonya

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267-299-4938

Gina

gma

267-299-4921

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CALENDARING/BRIEF PROCESSING

For questions about the scheduling/calendaring 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**.

ATTORNEYS / LEGAL ASSISTANTS

Kelly	Chief Deputy Clerk	267-299-4904
Helen	Attorney	267-299-4934
Robert	Attorney	267-299-4907
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