

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT  
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Susan (sjb), Attorney Admissions

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

Susan (Case Intake/Assignments Specialist)	sma	267-299-4920
Laura (Case Intake/Assignments Specialist)	lld	267-299-4925

**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	tmm	267-299-4953
Maria	mlr	267-299-4937
Kirsi	kr	267-299-4947
Carmella	clw	267-299-4928
Tonya	tyw	267-299-4938
Gina	gma	267-299-4921

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**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**.

**ATTORNEYS / LEGAL ASSISTANTS**

Patricia	Chief Deputy Clerk	267-299-4903
Kelly	Operations Attorney	267-299-4904
Helen	Attorney	267-299-4934
Robert	Attorney	267-299-4907
Kelly	Attorney	267-299-4913
Nicole	Legal Assistant Coordinator	267-299-4924
Marianne	Legal Assistant	267-299-4911
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<b>CRIMINAL JUSTICE ACT (CJA)</b> For questions regarding the processing of compensation claims		
Jean	CJA Processing	267-299-4908

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