



## ANSWERS TO FREQUENTLY ASKED QUESTIONS

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### **How much time do I get for oral argument?**

- Fifteen minutes per side is allocated for oral argument. Appellant's attorney may reserve a portion of their fifteen minutes for rebuttal. If more than one attorney plans to present argument, they must decide how their time is divided prior to appearance before argument. Counsel does not need to notify the clerk in advance of argument as to how they will allocate their time.
- If two or more appeals are consolidated for oral argument, each side will still only have fifteen minutes to argue.

### **What forms need to be returned before oral argument?**

- The Calendar Team sends out a Calendar Acknowledgement Form. This form identifies specific argument date and time for counsel and who will be presenting oral argument for the court. This form shall be filled out by all counsel, even if there are multiple attorneys, and even if you are not planning to present oral argument or your case is submitted on the briefs. The only exception is counsel for Amicus Curiae. These parties are not allowed to argue without permission of the court, therefore their attorneys need not return an acknowledgement form unless they are granted permission to argue.
- If you are counsel for the defendant in a direct criminal appeal, or a petitioner in a habeas corpus or immigration appeal, you must complete also complete the Custody Status Questionnaire. This form is found on our website, <http://www.ca10.uscourts.gov> and clicking on the Argument Calendar tab.
- The Calendar Acknowledgment and Custody Status forms must be completed and returned within 10 days of receipt.

### **Previously a large envelope of forms was sent with the Calendar Acknowledgement Form, will I be receiving these copies in the mail anymore?**

- Only the Calendar Acknowledgement Form will be sent to you and it will be sent by e:mail. This form must be completed and returned. Counsel must access our website <http://www.ca10.uscourts.gov> and click on the Argument Calendar tab to download all other necessary documents and information prior to appearing for oral argument. No forms will be sent by U.S. Mail.

### **What if counsel who will argue did not get a form?**

- Any counsel new to the appeal will need to download and file both an Entry of Appearance Form and a Calendar Acknowledgement Form, these forms are available on our website <http://www.ca10.uscourts.gov> under the Argument Calendar Tab.

### **What do I need to get into the Federal Courthouse?**

- You will need a valid picture identification and be required to walk through security.

### **When and where do I need to check in?**

- Attorneys will need to check in at the front desk of the Clerk's Office at the Byron White United States Courthouse 45 minutes before the court session convenes. If the court is traveling somewhere outside of Denver, check in will be with the courtroom clerk in the courtroom you are assigned.

### **When can I find out who my panel will be?**

- The week before oral arguments, the three judge panels will be listed on our website, the panel members are not disclosed before this time. Please go to <http://www.ca10.uscourts.gov> and click on the Argument Calendar tab to find your panel.

### **Can I use exhibits in the courtroom?**

- Counsel must file a motion to use exhibits during oral argument, and be granted permission before the argument date. *See* Fed. R. App. P. 34 and 10th Cir. R. 34 regarding Oral Argument.

### **I have a disability, how do I go about asking for assistance?**

- Arrangements are made for persons with disabilities. The courthouse is ADA compliant. With notice, we will provide anything from auxiliary microphones, to assisted listening devices, or we can arrange to have an interpreter present during oral argument. Arrangements can be made by contacting the Calendar Team or writing a letter to Douglas E. Cressler, Chief Deputy Clerk/Access Coordinator for the Court.

### **How do I contact the Calendar Team?**

- You can reach the Calendar Team in the following manner:
- Telephone – 303.335.2708
- Email – [10th\\_Circuit\\_CalTeam@ca10.uscourts.gov](mailto:10th_Circuit_CalTeam@ca10.uscourts.gov)
- Mail – United States Court of Appeals Tenth Circuit, 1823 Stout Street, Denver, CO 80257.