

UNITED STATES COURT OF APPEALS  
FOR THE SECOND CIRCUIT

Each motion must be accompanied by a supporting affidavit with statement of issues. (Local Rule 27(a))  
Include brief statement of facts with page references to the moving papers.

Docket Number \_\_\_\_\_

**MOTION INFORMATION FORM**

Use short title \_\_\_\_\_

Motion for \_\_\_\_\_

MOTION BY: (Name, address and tel. no. of law firm  
and of attorney in charge of case)

OPPOSING COUNSEL: (Name, address and tel. no.  
of law firm and attorney in charge of case)

Has consent of opposing counsel:

A. been sought? ☐ Yes ☐ No  
B. been obtained? ☐ Yes ☐ No

Has service been effected? ☐ Yes ☐ No  
Is oral argument desired? ☐ Yes ☐ No  
(Substantive motions only)

Requested return date: \_\_\_\_\_  
(See Second Circuit Rule 27(b).)

Has argument date of appeal been set:  
A. by scheduling order? ☐ Yes ☐ No  
B. by firm date/argument notice? ☐ Yes ☐ No  
C. If yes, enter date: \_\_\_\_\_

**EMERGENCY MOTIONS, MOTIONS FOR STAYS AND  
INJUNCTIONS PENDING APPEAL**

Has request for relief been made below? ☐ Yes ☐ No  
(See F.R.A.P. Rule 8.)

Any previous request for similar relief  
made to the 2<sup>nd</sup> Circuit? ☐ Yes ☐ No

Would expedited appeal eliminate need  
for this motion? ☐ Yes ☐ No

If no, explain why not: \_\_\_\_\_  
Will the parties agree to maintain the status quo  
until the motion is heard? ☐ Yes ☐ No

Judge or agency whose order is being appealed: \_\_\_\_\_

**Brief statement of the relief requested:** \_\_\_\_\_

By: (Signature of Attorney) \_\_\_\_\_  
Signed name must be printed beneath.

Appearing for: (Name of Party) \_\_\_\_\_

Appellant or Petitioner: ☐ Plaintiff ☐ Defendant

Appellee or Respondent: ☐ Plaintiff ☐ Defendant

Date: \_\_\_\_\_

**ORDER**

Kindly leave this space blank.

**BEFORE:**

**IT IS HEREBY ORDERED that the motion be and it hereby is** **granted** **denied.**

For the Court:  
ROSEANN B. MACKECHNIE, CLERK

Date \_\_\_\_\_

By: \_\_\_\_\_

RULES OF THE UNITED STATES COURT OF APPEALS FOR THE 2ND CIRCUIT  
supplementing  
Federal Rules of Appellate Procedure

INSTRUCTIONS

- (a) Form of Notice of Motion and Supporting Papers for Motions and Opposition Statements
- (1) The moving party should submit the Motion Information Form in the format approved by the Court with such changes as the Chief Judge may from time to time direct.
- (2) Supporting Papers for Motions and Opposition Statements:
- (a) All motions must be accompanied by an affidavit containing factual information only.
- (b) Motions may not exceed 20 typewritten double-spaced 8-1/2 x 11 pages except by permission of the court.
- (c) Copy of lower court or agency decision must be included as a separately identified exhibit by a moving party seeking substantive relief.
- (d) Exhibits attached should be only those necessary for the determination of the motion.
- (3) Number of copies: **FOUR** copies shall be filed with the original.
- (4) Non-compliance Sanctions: If the moving party has not complied with this rule, the motion may be dismissed by the Clerk without prejudice to renew upon proper papers. If application is promptly made, the action of the Clerk may be reviewed by a single Judge. If the responding party fails to comply with this rule, the court may refuse to hear that party at oral argument. The court may impose costs and an appropriate fine against either party for failure to comply with this rule.

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**MOTION INFORMATION FORM**

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UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT

**DOCKET NO.**

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Attorney(s) for Petitioner  
Office & Post Office Address & Telephone Number