

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

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

**PUBLIC INFORMATION - MAIN NUMBER - 215-597-2995**

**ADMISSIONS INFORMATION** - Maryann, Admissions Clerk 267-299-4907

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

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

Hours of operation 9:00 am to 4:00 pm.

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

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

Pam	pdb	267-2994943
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Marianne B.	mb	267-299-4911
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Shannon	slc	267-299-4959
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Chanel	crg	267-299-4955
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Caitlyn	cjpg	267-299-4956
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Taleah	trj	267-299-4251
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Tricia	tnh	267-299-4936
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Tony	awi	267-299-4916
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James	jk	267-299-4958
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Tina	tmk	267-299-4930
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Aina	arl	267-299-4957
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Tim	tmm	267-299-4953
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Maria	mlr	267-299-4937
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Carmella	clw	267-299-4928
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Stephanie	smw	267-299-4947
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Desiree	dwb	267-299-4252
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Tonya	tyw	267-299-4938
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Gina	gma	267-299-4921
<b><u>BRIEF TEAM</u></b>		
Erica	ema	267-299-4941
Ebony	eaf	267-299-4917
Linda	lal	267-299-4942
Marina	ms	267-299-4929
Michael	mcw	267-299-4940
<b><u>CALENDARING</u></b>		
For questions about the scheduling/calendar of a case, oral argument, CD's of argument or video argument, please call <b>215-597-2995</b> and then <b>press 3</b> .		
<b><u>ATTORNEYS / LEGAL ASSISTANTS</u></b>		
Patricia	Chief Deputy Clerk	267-299-4903
Margaret	Legal Coordinator	267-299-7929
Jeanne (Nan)	Staff Attorney	267-299-4902
Helen	Motions Attorney	267-299-4934
Kelly G.	Motions Attorney	267-299-4904
Kelly C.	Motions Attorney	267-299-4913
Kimberly	Staff Attorney	267-299-7921
Nicole	Legal Assistant	267-299-4924
LaToya	Legal Assistant	267-299-4915
Chiquita	Legal Assistant	267-299-4919
Dana	Legal Assistant	267-299-4927

Update: 1/31/12