

INSTRUCTIONS
FOR FILING A BILL OF COSTS

A request for costs must be submitted on this form and received by the Clerk within 14 days of judgment. Fed. R. App. P. 39(d)(1) and 3rd Cir. LAR 39.4(b). A motion for leave to file out of time showing good cause must be submitted with any untimely bill of costs. Any opposition to the bill of cost must be filed within 14 days from the date of service of the bill of costs, unless the Court extends the time. The taxation of costs is governed by Fed. R. App. P. 39 and 3rd Cir. LAR 39; See also, 3rd Cir. LAR 28.1(a)(iii), 30.5 and Misc. 107.4. All rules are available on this Court's website www.ca3.uscourts.gov. Third Cir. LAR 39 sets forth the maximum number of copies and rates and are summarized below.

Number of Copies:

- Briefs** Costs will be allowed for 7 copies of each brief filed with the Court, plus 1 copy for each party separately represented provided that hard copies of the documents were served, plus 1 copy for the filer's own record. In the event that the Court directed a greater number of briefs to be filed costs for the additional copies will be permitted.
- Appendices** Costs will be allowed for 4 copies of each volume of the Appendix filed with the Court, plus 1 copy for each party separately represented provided that hard copies of the Appendix were served, plus 1 copy for the filer's own record. In the event that the Court directed a greater number of appendices be filed costs for the additional copies will be permitted.

Costs: In taxing costs for reproduced or photocopied briefs and appendices, the Clerk shall tax costs at the following rates, or at the actual cost, whichever is less:

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Other Costs. No other costs associated with briefs and appendices, including the costs of typing, word processing, and preparation of tables and footnotes, shall be allowed for purposes of taxation of costs.

In the event that a party corrects deficiencies pursuant to 3rd Cir. LAR Misc. 107.3, costs incurred in order to bring the document into compliance will not be allowed.

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