

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
FILING INFORMATION**

Clerk's Office

Patricia S. Dodszeit, Clerk
Kelly A. Glaum, Chief Deputy Clerk
21400 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106

GENERAL NUMBER: (215) 597-2995

AFTER HOURS EMERGENCY NUMBER:
(For use only in death penalty cases) - (267) 299-4999

AFTER HOURS FILING:

Counsel are directed to inform the Clerk prior to making an after-hours filing.

There is a an after hours depository box located in the courthouse lobby. It will be necessary to buzz the Court Security Office for entrance. It should be noted that the depository box is the property of the District Court and that all papers deposited in the box will first go to the District Court; therefore, there may be a delay in receipt of the papers by the Court of Appeals. Accordingly, counsel is directed to contact the Clerk prior to making an after-hours filing to determine whether alternative filing arrangements such as electronic filing could be made.

COMMUNICATIONS:

Unless you are specifically directed to do otherwise, all filings, questions, and problems are to be referred to the contact persons listed on page 3 and not to individual judges' chambers.

[See, I.O.P. 10.2.2.](#)

EMERGENCY PROCEEDINGS:

Counsel are required to advise the court of any emergency as soon as possible. In the event that an emergency arises you are directed to contact Kelly A. Glaum, at 267-299-4904.

Counsel are expected, insofar as possible, to supply the Court with proper and complete copies of motions well in advance of an impending execution.

ORAL ARGUMENT:

Counsel are expected to be available for oral argument, if necessary. In emergency situations, special arrangements for hearings may be made by the Clerk. Counsel is under an affirmative duty to appear in Philadelphia or elsewhere as directed by the Court.

BRIEFING:

The court may order expedited briefing including simultaneous filing.

PETITIONS FOR REHEARING/REHEARING EN BANC:

Rehearing en banc includes panel rehearing. [I.O.P. Chs. 8 and 9](#). A request for rehearing en banc after denial of panel rehearing is not favored, [See 3rd Cir. LAR 35.4](#), and no such filing will be permitted except by leave of the Court.

Counsel are specifically advised that the Clerk cannot guarantee delivery of a petition for rehearing (en banc) within 48 hours of a scheduled execution. While express mail delivery and electronic transmission will be employed, timely delivery of bulky documents cannot be guaranteed. Counsel may be required to undertake such delivery.

CONTACT PERSONS:

Primary Contacts:

- | | | |
|----|------------------------------------|----------------|
| 1) | Kelly A. Glaum, Chief Deputy Clerk | (267) 299-4904 |
| 2) | Robert Hohenstein, Attorney | (267) 299-4907 |

PROCEEDINGS AFTER HOURS:

Access to the Courthouse and Court of Appeals after normal business hours will be limited to counsel directly involved in the case and to members of the press with bona fide credentials.

Court security officers will require you to present proper identification.

Reviewed: July 2026