

REQUEST FOR REVIEW OF DECISION (APPEAL)
APPENDIX 4

Submitted under the Procedures of the United States Court of Appeals for the Third
Circuit Employment Dispute Resolution Plan

**Notification of Third Circuit Judicial Council Request for Review of Decision
Procedures:**

1. A written Request for Review of Decision (“Request for Review”) from a final decision issued by a Presiding Judicial Officer must be transmitted to the Circuit Executive, as Secretary to the Judicial Council, within 30 days of the date of the Presiding Judicial Officer’s decision. If the Request for Review of Decision concerns a complaint filed under a District Court, Bankruptcy Court, or Probation and Pretrial EDR Plan, the Circuit Executive (or his or her designee) will request transmittal of the record of proceedings before the Presiding Judicial Officer to the Third Circuit EDR Coordinator. The Third Circuit EDR Coordinator will transmit the Request for Review and record materials to the Third Circuit Judicial Council EDR Committee for review.
2. The Request for Review should, but is not required to, use the Appendix 4 Form. In any event, the Request for Review should include the information requested by the Appendix 4 Form. If a document is ambiguous about whether review is being requested, the Circuit Executive (or his or her designee) will give the party ten days to correct any deficiencies.
3. The Third Circuit Judicial Council EDR Committee, on behalf of the Third Circuit Judicial Council, will review final decisions of the Presiding Judicial Officer. If a member of this Committee is disqualified, the Chief Judge of the Third Circuit will designate a replacement.
4. Within 45 days of receiving the Request for Review and record materials from the Third Circuit EDR Coordinator, the Third Circuit Judicial Council EDR Committee will issue a written decision. The Chair of the Third Circuit Judicial Council EDR Committee may extend the period of review for an additional 30 days for cause. Decisions of the Third Circuit Judicial Council EDR Committee on behalf of the Third Circuit Judicial Council are final and conclusive and shall not be judicially reviewable on appeal or otherwise.

SAMPLE FORM

Name of Requesting Party _____

Address _____

Phone Number(s) _____

Email Address _____

Name of Court in Which Presiding Judicial Officer’s Decision Was Issued

_____, Requesting Party v.

_____, Responding Party

Request for Review of Decision on Formal Complaint

Notice is hereby given that _____, (Requesting Party) in the above named case, hereby requests review by the Judicial Council for the _____ Circuit from the decision by Judge _____ entered in this matter on the ____ day of _____, 20__.

Attached to this request is a copy of the Presiding Judicial Officer’s decision.

State the reason(s) you contend that the Presiding Judicial Officer’s decision was in error (**attach additional pages if necessary**):

Submitted this _____ day of _____, 20__.

Signature of Requesting Party _____

Signature of Counsel, if any _____

Form approved by the Third Circuit Judicial Council on October 10, 2019

_____.