

## SUMMARY OF PANEL RULES

[Revised October 4, 2010]

Responses and replies to motions or orders to show cause are to be filed and served in conformity with Rules 3.2, 3.3, 4.1 and 6.1 of the Rules of Procedure of the United States Judicial Panel on Multidistrict Litigation. Please note the following:

**Address:**

Clerk of the Panel  
Judicial Panel on Multidistrict Litigation  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, N.E.  
Room G-255, North Lobby  
Washington, DC 20002-8041

**Telephone:** 202/502-2800  
Office Hours: 9 a.m. to 4 p.m.

**FAX:** 202/502-2888 (24 hours)

**Website:** [www.jpml.uscourts.gov](http://www.jpml.uscourts.gov)

**NO PAPERS ARE TO BE LEFT WITH OR MAILED TO A JUDGE OF THE PANEL OR HIS/HER CHAMBERS FOR FILING.**

Rule 3.2 requires filing of papers electronically (using CM/ECF) with pleadings attached as PDF documents. The rule also outlines the format for pleadings filed with the Panel. Each pleading shall bear the heading “Before the Judicial Panel on Multidistrict Litigation,” the identification “MDL Docket No. \_\_\_” and the descriptive title designated by the Panel. For new litigations, movant should use an appropriate descriptive title. Briefs are limited to 20 pages, exclusive of exhibits. Exhibits should be numbered separately and clearly identified.

Rule 3.3 identifies filing procedures for non-CM/ECF users. All pro se individuals are non-CM/ECF users, unless the Panel orders otherwise.

Rule 4.1 requires that all papers filed with the Panel must be served on all parties in all actions involved in the litigation. If liaison counsel has been appointed by the transferee court in an existing MDL docket, this rule is satisfied by serving each party in each affected action and all liaison counsel. Recipients of a motion have 14 days (Rule 4.1(c)) to notify this office in writing of one attorney per party designated to file and to receive service of future Panel pleadings filed in the litigation.

Rule 5.1 requires any non-governmental corporate party to file a Corporate Disclosure Statement within 14 days of the filing of a motion or order to show cause.

Rule 6.1 provides a general outline for motion practice, including required accompaniments to motions under 28 U.S.C. §1407.

Rules 6.1(f) and 7.1(g) require counsel to advise the Panel of any developments in the litigation which would partially or completely moot a matter being considered by the Panel.

Rules 6.2(d), and 7.1(a) require parties and counsel to notify the Panel of any potential tag-along actions in which they are involved.

Rule 6.3 provides guidance on requesting extensions of time, and other forms miscellaneous relief.

Rule 11.1, deals with setting matters for oral argument or for submission without oral argument, notices of appearance or waiver of oral argument, parties entitled to present oral argument, and time limits.

Please note in Rule 2.1(d) that pendency before the Panel does not affect or suspend orders and pretrial proceedings in the district court in which the action is pending and does not in any way limit the pretrial jurisdiction of that court.

← **SEE OTHER SIDE FOR MORE INFORMATION** →

Copying and certification fees are charged in accordance with Rule 3.1(c) and are as follows: \$.50 per page for copying, \$9.00 per document for certification, \$25.00 per diskette, and \$26 for each name/item researched. Payment for copying and certification must be made by check or money order payable to the “Judicial Panel on Multidistrict Litigation.”

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left-hand corner

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**BEFORE THE UNITED STATES JUDICIAL PANEL  
ON MULTIDISTRICT LITIGATION**

**In re:** [descriptive title used by Panel  
or appropriate descriptive title for new motion] **MDL No.** \_\_\_\_\_

Identify document: **MOTION**  
**BRIEF** (limited to 20 pages – giving  
background of litigation; factual and legal  
contentions of movant w/citation of  
applicable authorities )  
**RESPONSE TO MOTION**  
**REPLY**  
**EXHIBITS** (identified and numbered separately)

ONE COURTESY PAPER COPY OF CERTAIN PLEADINGS IS  
REQUIRED WITHIN ONE BUSINESS DAY.  
See Rule 3.2(d).

**Schedule of Actions**

[Must be attached to motions]

Include only related cases pending in  
FEDERAL DISTRICTS. Necessary  
information as follows:

COMPLETE name of each case, listing  
full name of each party on district court’s  
docket sheet [Do NOT include “et als., etc.”]  
DISTRICT in which case is pending  
DIVISION (or division number)  
CASE NUMBER  
Name of assigned JUDGE

DO NOT INCLUDE terminated actions or  
actions pending in state courts.

Notices or letters advising of RELATED  
ACTIONS or of TAG-ALONG ACTIONS must  
include this information. **One copy of each  
complaint and docket sheet is required. Rule  
6.1(b)(iv).**

**MOTIONS FILED WITH THE PANEL:**

When a motion is filed, the Panel will send a Notice of Electronic Filing (NEF) to all recipients of the motion as notification of the filing date, MDL docket number and caption, briefing schedule and pertinent Panel policies.

**CALENDAR**

**Appearances:** 14 days after filing of original motion  
**Corporate Disclosure Statement:** 14 days after filing  
of motion  
**Responses** to motion: 21 days  
**Reply** to Responses (by movant): 7 days  
**Oppositions** to Conditional Transfer Order (CTO)  
or Conditional Remand Order (CRO): **7 days**  
**Motions to Vacate** CTO or CRO: 14 days (after opposition is filed)