

# Common Filing Types and Deadlines

## Quick Reference Guide for Pro Se Filers

**The deadlines listed here are general timelines. Official document due dates are found on the various Notices of Filing and Publication of Briefing Schedule or other Orders (text or written) issued by the Clerk of the Panel. As set forth in Panel Rule 6.1, the Clerk of the Panel has the discretion to accelerate, extend or amend deadlines as deemed necessary.**

**Please see the Panel's governing statute [28 U.S.C. § 1407](#) and the [Rules of Procedure of the Judicial Panel on Multidistrict Litigation](#) for complete filing guidelines and procedures.**

**Motion to Transfer** – Moves the Panel for an order transferring two or more federal court actions with common questions of fact, pending in different districts, to a single district court for coordinated or consolidated pretrial proceedings.

- **Response to Motion to Transfer** – **within 21 days**
- **Reply to Response** – **within 7 days** after the lapse of time to file responses  
(Note: Reply briefs shall only be filed by the parties who filed the Motion to Transfer)

**Order to Show Cause** – When transfer of multidistrict litigation is being considered on the initiative of the Panel pursuant to 28 U.S.C. §1407(c)(i), the Clerk of the Panel may enter an order directing the parties to show cause why a certain civil action or actions should not be transferred for coordinated or consolidated pretrial proceedings.

- **Response to Order to Show Cause** – **within 21 days**

**Conditional Transfer Order (CTO)** – Upon learning of the pendency of a potential tag-along action, the Clerk of the Panel may enter a conditional order transferring that action to the previously designated transferee district court for the reasons expressed in the Panel's previous opinions and orders. The Clerk of the Panel shall serve this order on each party to the litigation but shall not send the order to the clerk of the transferee district court until 7 days after its entry.

- **Notice of Opposition to CTO** – **within 7 days**

**Notice of Opposition to CTO** – Any party opposing transfer shall file a notice of opposition with the Clerk of the Panel within the 7-day period. The Clerk of the Panel shall not transmit the transfer order to the clerk of the transferee district court, but shall notify the parties of the briefing schedule.

- **Motion and Brief to Vacate CTO** – **within 14 days**
- **Response to Motion to Vacate CTO** – **within 21 days after M/B to Vacate due date**

**Motion and Brief to Vacate CTO** – Parties opposing transfer shall file a motion to vacate the CTO and brief in support thereof. The Clerk of the Panel shall set the motion for the next appropriate hearing session. Failure to file and serve a motion and brief shall be treated as withdrawal of the opposition and the Clerk of the Panel shall forthwith transmit the transfer order to the clerk of the transferee district court.

**Conditional Remand Order** – Upon the suggestion of the transferee judge or the Panel's own initiative, the Clerk of the Panel shall enter a conditional order remanding the action or actions to the transferor district court. The Clerk of the Panel shall serve this order on each party to the litigation but shall not send the order to the clerk of the transferee district court for 7 days from the entry thereof.

**Notice of Opposition to CRO** – **within 7 days**

**Notice of Opposition to CRO** – Parties opposing remand must file a notice of opposition with the Clerk of the Panel within the 7-day period. The Clerk of the Panel shall not transmit the remand order to the clerk of the transferee district court, but shall notify the parties of the briefing schedule.

**Motion and Brief to Vacate CRO** – **within 14 days**  
**Response to Motion to Vacate CRO** – **within 21 days after M/B to Vacate due date**

**Motion and Brief to Vacate CRO** – The party opposing transfer shall file a motion to vacate the CRO and brief in support thereof. The Clerk of the Panel shall set the motion for the next appropriate hearing session. Failure to file and serve a motion and brief shall be treated as withdrawal of the opposition and the Clerk of the Panel shall forthwith transmit the order to the clerk of the transferee district court.

**Responses to Motions** – A party may file a response within 21 days after filing of a motion. Failure to respond to a motion shall be treated as that party's acquiescence to it.

**Replies to Responses** – The movant may file a reply within 7 days after the lapse of the time period for filing a response. Where a movant is replying to more than one response in opposition, the movant may file a consolidated reply with a limit of 20 pages.



If you have any questions or need assistance, please contact the Clerk's Office at **202-502-2800**.