

**CHECKLIST FOR FILING A NOTICE OF OPPOSITION TO
CONDITIONAL TRANSFER ORDER (CTO) AND
MOTION AND BRIEF TO VACATE THE CONDITIONAL TRANSFER ORDER**

**(Court Rules, Judicial Panel on Multidistrict Litigation
Rule 7.4 cited @ 199 F.R.D. 425, 435)**

- Upon receipt of a conditional transfer order (CTO), counsel should review the order to determine whether you intend to oppose the transfer.

- If you choose to oppose the CTO, we encourage you to fax your opposition to the Panel @ 202-502-2888. Please do not wait until the due date to fax your opposition. – **No extensions are granted for filing a notice of opposition.**

- Click [here](#) to see a sample format for a notice of opposition.

- The motion and brief to vacate the CTO are due 15 days after the notice of opposition is filed with the Panel. When the opposition is filed with the Panel, you will be provided with a briefing schedule and a Panel Service List to use for serving your motion papers. **Failure to attach a copy of the Panel Service List to your proof of service may lead to delay in filing of your motion papers.**

- Motion papers must be delivered to the Panel office **on or before the due date**. Failure to file timely your motion and brief will be treated as a withdrawal of opposition.

- The proof of service should state that previous or simultaneous service of the motion papers was made on the attached Panel Service List (remember to attach a copy of the Panel Service List to your proof of service). This will speed processing of your papers at the Panel. See Rule 5.2.