

CHECKLIST FOR FILING A MULTICIRCUIT PETITION FOR REVIEW (MCP) UNDER 28 U.S.C. § 2112

Rules of Procedure of the United States Judicial Panel on Multidistrict Litigation

All notices of multicircuit petitions for review shall embrace exclusively petitions for review filed in the courts of appeals within 10 days after issuance of an agency order and received by the affected agency from the petitioners within that 10-day period.

- Notices must consist of at least two petitions filed in two circuit courts of appeals.
- Notices shall be captioned “NOTICE TO THE UNITED STATES JUDICIAL PANEL ON MULTIDISTRICT LITIGATION OF MULTICIRCUIT PETITIONS FOR REVIEW” followed by a brief caption identifying the involved agency, the relevant agency order, and the date of the order. (*see* Rule 25.4(a))
- The final page of each document shall contain the name, address, telephone number, fax number and email address of the agency attorney or representative designated to receive service of pleadings in the case, and the name of agency represented.
- Include a copy of each involved petition for review.
- A Schedule of Actions shall be included, stating:
 - ▶ the date of the relevant agency order;
 - ▶ the case name of each petition for review involved;
 - ▶ the circuit court of appeals in which each petition for review is pending;
 - ▶ the appellate docket number of each petition for review;
 - ▶ the date of filing by the court of appeals of each petition for review; and
 - ▶ the date of receipt by the agency of each petition for review.
- A Proof of Service shall be included stating the name, law firm name, address, phone and fax numbers, and email address of each person served and shall indicate the party represented by each and the manner in which service was accomplished on each party. If a party is not represented by counsel, the proof of service shall indicate the name of the party and his or her last known address. The affected party shall submit proof of service for filing with the Clerk of the Panel and shall send copies thereof to each person included within the proof of service. (*see* Rule 25.3)
- Notices shall be **filed via CM/ECF**.
- Documents must be uploaded as individual PDFs. **Do not combine documents.**

PROOF OF SERVICE

I hereby certify that on *[Date]*, a copy of the foregoing NOTICE TO THE UNITED STATES JUDICIAL PANEL ON MULTIDISTRICT LITIGATION OF MULTICIRCUIT PETITIONS FOR REVIEW was served by *[Method of Service]* to the following courts:

Clerks of Court

Name, Clerk of Court
United States Court of Appeals for the ____ Circuit
Address

Copies of the foregoing Notice were also sent by *[Method of Service]* to following counsel:

Attorney Name
Agency
Address
Phone
Email
Counsel for: *[Parties Represented]*