

**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
CLERK'S OFFICE DIRECTORY**

**OFFICE OF THE CLERK
21400 U.S. COURTHOUSE
601 MARKET STREET
PHILADELPHIA, PA 19106**

**PATRICIA S. DODSZUWEIT, CLERK
MAIN NUMBER - 215-597-2995**

Susan (sjb), Attorney Admissions 267-299-4906

ECF Help Desk - 267-299-4970

Email Address: ecf_helpdesk@ca3.uscourts.gov

Hours of operation 10am to 12pm and 2pm to 4pm

CASE OPENING SPECIALISTS - Questions about the initial intake and opening of an appeal or petition should be directed to the case opening specialists.

Laura (Case Intake/Assignments Specialist)	lld	267-299-4925
Tonya (Case Intake/Assignments Clerk)	tyw	267-299-4938

CASE MANAGERS TEAM - Questions about the docketing of a case, ordering transcripts of district court proceedings, entry of appearance, civil information statements, motions, and rehearing petitions should be directed to the case manager. The name of the case manager assigned to a case was sent to you with the case opening letters. The phone numbers are listed below.

Shannon Case Management Coordinator	slc	267-299-4959
Pam	pdb	267-299-4943
Stephanie	sb	267-299-4926
Caitlyn	cjg	267-299-4956
James	jk	267-299-4958
Timothy	tmm	267-299-4953
Laurie	lmr	267-299-4936
Alicia	amr	267-299-4948
Kirsi	kr	267-299-4911
Gina	gma	267-299-4921

CALENDARING/BRIEF PROCESSING

For questions about the scheduling/calendaring of a case, oral argument, CD's of argument or video argument, please call **215-597-2995** and then **press 4**.

For questions about briefs or appendices, please call **215-597-2995** and **press 2**.

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ATTORNEYS / LEGAL ASSISTANTS

Kelly	Chief Deputy Clerk	267-299-4904
Helen	Attorney	267-299-4934
Robert	Attorney	267-299-4907
Alicia	Attorney	267-299-4937
Nicole	Legal Assistant Coordinator	267-299-4924
Aina	Legal Assistant	267-299-4957
Carmella	Legal Assistant	267-299-4928
Desiree	Legal Assistant	267-299-4252

CRIMINAL JUSTICE ACT (CJA)

For questions regarding the processing of compensation claims

Nicole	Legal Assistant Coordinator	267-299-4924
Kelly	Chief Deputy Clerk	267-299-4904

Updated: December 19, 2022

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