

ADDENDUM 3A | RULES FOR JUDICIAL CONDUCT AND JUDICIAL DISABILITY PROCEEDINGS

11th Cir. JCDR 6.1 Form. Complaints may be filed on the form contained in the Appendix to these Rules, and available from these other sources:

- on the court's web site at www.ca11.uscourts.gov;
- by telephoning the court's Clerk's Office at 404-335-6577;
- by visiting or writing to the court's Clerk's Office at the address shown in 11th Cir. JCDR 6.6; or
- from the clerk of any district court or bankruptcy court within the Eleventh Circuit.

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11th Cir. JCDR 6.2 Statement of Facts: Length; Format. The required statement of facts should be attached to the complaint form, and should not exceed five (5) pages. To assure legibility, the statement of facts should conform to the following technical requirements:

- 8½ x 11 inch paper;
- Only one side of the paper should be used;
- The text should be double-spaced, but quotations more than two lines long may be indented and single-spaced; headings and footnotes may be single-spaced;
- Margins should be at least one inch on all four sides; page numbers may appear in the margins but no text should appear there;
- If typed, either a proportionally spaced or monospaced typeface may be used; a proportionally spaced typeface should be 14-point or larger; a monospaced typeface should not contain more than 10½ characters per inch.

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11th Cir. JCDR 6.3 Submission of Documents. Documents referred to in the statement of facts may be filed with the complaint. The statement should cite the page(s) of such document(s) that the complainant deems pertinent to the allegations of the complaint.



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11th Cir. JCDR 6.4 No Copies Required. Only the complaint, statement of facts, and any document(s) filed therewith must be filed with the Clerk. No additional copies are required.

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11th Cir. JCDR 6.5 Anonymous Complaints. An anonymous complaint will not be accepted for filing by the Clerk. Nevertheless, the Clerk will forward such a complaint to the Chief Judge.

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11th Cir. JCDR 6.6 Manner of Filing. A complaint may be filed by emailing a PDF version of the complaint to Judicial_Complaints@ca11.uscourts.gov with the subject line "Complaint of Misconduct" or "Complaint of Disability." A complaint may also be filed by delivering or mailing the original to:

Clerk
United States Court of Appeals
56 Forsyth Street, N.W.
Atlanta, Georgia 30303

The envelope should be marked "Complaint of Misconduct" or "Complaint of Disability." The name of the subject judge must not appear on the envelope. Unless the complainant requests otherwise, if a complaint is filed by email the Clerk will send all materials under these rules to the complainant by email, and if a complaint is filed in paper the Clerk will send all materials to the complainant by regular mail.

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11th Cir. JCDR 6.7 Supplementation. Once filed, a complaint may not be supplemented or modified by additional statements or documents unless authorized by order of the Chief Judge.

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11th Cir. JCDR 6.8 No Filing Fee. There is no filing fee for a complaint of misconduct or disability.

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11th Cir. JCDR 6.9 Notification of Change of Address. Until a complaint matter is concluded, the complainant has a continuing obligation to notify the Clerk's Office if his or her email or mailing address changes. A change of address notification submitted in any case or appeal the complainant may have with this Court is not sufficient. A notification of change of address must be sent to the Clerk's Office at the email or mailing address shown in 11th Cir. JCDR 6.6, and the subject line or envelope must be marked "Complaint of Misconduct" or "Complaint of Disability."

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11th Cir. JCDR 8.1 Receipt of Complaint Not in Proper Form. Upon receipt of a complaint not filed in the form required by the Rules for Judicial-Conduct and Judicial-Disability Proceedings adopted by the Judicial Conference of the United States, the Clerk shall return the complaint to the complainant and explain why it was returned.

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11th Cir. JCDR 8.2 Electronic Distribution of Complaints. The Clerk may send copies of complaints to the chief judge and the subject judge electronically.

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11th Cir. JCDR 11.1 Electronic Distribution of Materials. The Clerk may send all materials described in Rule 11 to the complainant and subject judge electronically.

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11th Cir. JCDR 15.1 Electronic Distribution of Materials. The Clerk may send all materials described in Rule 15 to the subject judge electronically.

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11th Cir. JCDR 16.1 Electronic Distribution of Materials. The Clerk may send all materials described in Rule 16 to the complainant electronically.

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11th Cir. JCDR 18.1 Petition for Review: Length; Format. The petition should not exceed five (5) pages, and should not



include attachments. To assure legibility, the petition should conform to the following technical requirements:

- 8½ x 11 inch paper;
- Only one side of the paper should be used;
- The text should be double-spaced, but quotations more than two lines long may be indented and single-spaced; headings and footnotes may be single-spaced;
- Margins should be at least one inch on all four sides; page numbers may appear in the margins but no text should appear there;
- If typed, either a proportionally spaced or monospaced typeface may be used; a proportionally spaced typeface should be 14-point or larger; a monospaced typeface should not contain more than 10½ characters per inch.

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11th Cir. JCDR 18.2 Manner of Filing. A petition for review may be filed by emailing a PDF version of the petition to Judicial_Complaints@ca11.uscourts.gov with the subject line "Misconduct Petition" or "Disability Petition." A petition for review may also be filed by delivering or mailing the original petition to:

Clerk
United States Court of Appeals
56 Forsyth Street, N.W.
Atlanta, Georgia 30303

The envelope should be marked "Misconduct Petition" or "Disability Petition." The name of the subject judge must not appear on the envelope.

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11th Cir. JCDR 18.3 Judicial Council Review Panel. In accordance with 28 U.S.C. §352(d) and Rule 18(a), petitions for review of orders of the Chief Judge, filed under §352(c) and Rule 18(a), will be referred to a panel of no fewer than five members of the Judicial Council, at least two of whom shall be district judges (the "Review Panel"). The Review Panel shall act on behalf of the Judicial Council in all



matters pertaining to the consideration and determination of petitions for review as described in Rule 19.

The Chief Judge is authorized to appoint the members of the Review Panel, and the appointment of each member shall continue until the Chief Judge appoints a replacement member. If a judge appointed to the Review Panel takes senior status, retires, or dies, the Chief Judge shall appoint another circuit or district judge, as appropriate, to the Review Panel. When a member of the Review Panel is disqualified or otherwise unable to participate in a particular matter, a replacement judge will be selected from the applicable replacement log.

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11th Cir. JCDR 18.4 Electronic Distribution of Materials. The Clerk may send copies of petitions for review to the complainant or subject judge electronically, and may send the materials described in Rule 18(c)(2) to members of the Judicial Council or the Judicial Council Review Panel electronically

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11th Cir. JCDR 19.1 Electronic Distribution of Materials. The Clerk may send all materials described in Rule 19 to the complainant, subject judge, chief judge, Judicial Council, or Judicial Council Review Panel electronically.

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11th Cir. JCDR 20.1 Electronic Distribution of Materials. The Clerk may send all materials described in Rule 20 to the complainant, subject judge, Judicial Council, Judicial Council Review Panel, or Special Committee electronically.

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