

**UNITED STATES COURT OF APPEALS
FOR THE FOURTH CIRCUIT**

INFORMAL BRIEF ON REVIEW OF AGENCY ACTION

RE:

Directions

1. **Preparation of Brief.** The Court will consider this appeal according to the written issues, facts, and arguments petitioner presents in the Informal Brief. Space is provided to present up to four issues. You may present more than four issues if you think such is necessary. The Court will not consider issues petitioner does not specifically raise. Be brief. Write clearly. Print legibly or use a typewriter. Any documents you attach to the form must be numbered sequentially.

2. **Copies required.**

- * Send the Court the original and one copy of your Informal Brief. Address your mailing as follows:

Clerk
U.S. Court of Appeals, Fourth Circuit
U.S. Courthouse Annex, 5th Floor
1100 East Main Street
Richmond, VA 23219

- * Send one copy of your Informal Brief to each of the other parties named in the appeal. If you would like a file-stamped copy of your brief returned to you, send an extra copy and a self-addressed stamped envelope.

3. **Certificate of Service Required.** You must certify that you sent each of the other parties or attorneys complete copies of all documents you send the Court. Service on a party represented by counsel shall be made on counsel. Be certain that your certification shows the complete name and mailing address of each party or attorney to whom copies were sent and the date of mailing.

4. **Signature Required.** You must sign your Informal Brief and all Certificates of Service. If petitioner fails to sign the Informal Brief, the appeal will be subject to dismissal under this Court's Local Rule 45.

INFORMAL BRIEF

RE:

1. **Jurisdiction (for petitioners only)**

- A. What is the name of the agency from which you are seeking review?
- B. What is the date(s) of the order or orders you are challenging?

2. **Issues on Review**

Use the following spaces to tell the United States Court of Appeals for the Fourth Circuit why the judgment under review should be affirmed, reversed, or vacated and remanded. Petitioners must provide a brief summary of the facts and arguments that support their position that the judgment under review was wrong. Respondents may rely on the facts and law stated in that judgment or may advance alternative grounds for affirmance or dismissal. The parties may cite case law, but it is not required.

Issue 1.

Supporting Facts and Argument.

Issue 2.

Supporting Facts and Argument.

Issue 3.

Supporting Facts and Argument.

Issue 4.

Supporting Facts and Argument

4. Relief Requested

What do you want the Court of Appeals to do? Identify exactly the relief you seek.

5. **Prior appeals (for petitioners only)**

- A. Have you filed other appeals in this court? Yes No

- B. If you checked YES, what are the case names and docket numbers for those appeals and what was the ultimate disposition of each?

Signature
[Notarization Not Required]

[Please Print Your Name Here]

CERTIFICATE OF SERVICE

I certify that on _____ I mailed a complete copy of this Informal Brief and all attachments to all parties, addressed as shown below.

Signature
[Notarization Not Required]

[List here each party's name and complete mailing address]