

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

**NOTICE OF FOURTH CIRCUIT LOCAL RULES
FOR JUDICIAL-CONDUCT AND JUDICIAL-DISABILITY**

PLEASE TAKE NOTICE that the Fourth Circuit Judicial Council, subject to public comment, approves the attached Fourth Circuit Local Rules for Judicial-Conduct and Judicial-Disability in accordance with 28 U.S.C. § 332(d)(1) and Rule 2(a) of the nationally-mandated Rules for Judicial-Conduct and Judicial-Disability Proceedings (“National JC&D Rules”). These local rules provide straightforward guidelines to help complainants comply with the National JC&D Rules and clearly and succinctly identify their claims. Each local rule is numbered to correspond with the relevant National JC&D Rule.

These local rules will take effect May 31, 2023, subject to revision in light of any comments received. Interested parties may submit comments on or before May 15, 2023, to:

James N. Ishida
Circuit Executive
U.S. Courts of the Fourth Circuit
1000 East Main Street
Richmond, Virginia 23219
or via email
rulecomments@ca4.uscourts.gov

The National JC&D Rules are available [here](#).

April 13, 2023

Date

James N. Ishida

James N. Ishida
Circuit Executive

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

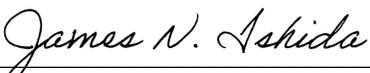
In the Matter of the Review of the *
Fourth Circuit Local Rules for * No. 469
Judicial-Conduct and Judicial-Disability *

ORDER

The Fourth Circuit Local Rules for Judicial-Conduct and Judicial-Disability, which are attached to and made part of this Order, are hereby approved, subject to public comment, by the Judicial Council of the Fourth Circuit in accordance with 28 U.S.C. § 332(d)(1) and Rule 2(a) of the nationally-mandated Rules for Judicial-Conduct and Judicial-Disability Proceedings. The local rules will take effect May 31, 2023, subject to revision in light of any public comments received.

IT IS SO ORDERED.

FOR THE COUNCIL:



James N. Ishida, Secretary

Date: April 13, 2023

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

**FOURTH CIRCUIT LOCAL RULES
FOR JUDICIAL-CONDUCT AND JUDICIAL-DISABILITY**

Preface to the Fourth Circuit Local Rules for Judicial-Conduct and Judicial-Disability

These Fourth Circuit Local Rules for Judicial-Conduct and Judicial-Disability have been promulgated by the Judicial Council of the Fourth Circuit in accordance with Rule 2(a) of the nationally-mandated Rules for Judicial-Conduct and Judicial-Disability Proceedings (the “National Rules”). These Fourth Circuit Local Rules are supplemental to the National Rules. To the extent that these Fourth Circuit Local Rules conflict with the National Rules or any future revisions thereto, the National Rules shall apply. These Fourth Circuit Local Rules are hereby adopted effective May 31, 2023.

Local Rule 1(b). Subject Judge(s). *A complainant must clearly identify the subject(s) of the judicial complaint by writing the name of the subject judge or judges in the space provided on the first page of the judicial complaint form or, if not using the form, on the first page of the complainant’s submission. Referencing or making allegations against judges in the statement of facts is insufficient to open a complaint against additional judges.*

Local Rule 6(a). Complaint Form. *Although not required, a complainant is strongly encouraged to use the judicial complaint form provided on the Fourth Circuit’s website.*

Local Rule 6(b)(1). Brief Statement of Facts. *The statement of facts must not exceed five pages (single-sided pages) and must be submitted on standard 8 ½ by 11 inch paper. If the complainant believes that extraordinary circumstances exist such that more than five pages are required to set forth a “concise statement that details the specific facts on which the claim of misconduct or disability is based,” National Rule 6(b), the complainant may submit a proposed statement of facts that exceeds the five-page limit. If the submission is not accepted for filing as proposed, the circuit clerk will provide the complainant an opportunity to cure the submission, i.e., reduce the statement of facts to five pages. If the complainant fails to reduce the statement of facts after being given an opportunity to do so, the submission will be reviewed pursuant to National Rule 5(b).*

Local Rule 6(b)(2). Supporting Documentation. *Allegations made in exhibits or attachments to the complaint will not be considered. Documents referred to in the statement of facts may be filed with the complaint. The statement of facts should include the page numbers of the documents that the complainant believes support the allegations set forth in the complaint.*

Local Rule 6(b)(3). Supplements. Supplements to the complaint are not permitted except to the extent the supplement corrects errors in the complaint. Supplements must not exceed five pages (single-sided pages) and must be submitted on standard 8 ½ by 11 inch paper.

Local Rule 6(d)(1). Complainant's Address. Complainants shall promptly notify the circuit clerk in writing of any changes to their contact information. Correspondence and orders will be sent to the complainant in the same manner in which the complaint was filed, either by U.S. Postal Service or email.

Local Rule 6(d)(2). Verification and Signature. A complaint must include a declaration under penalty of perjury that the statements made in the complaint are true and correct to the best of the complainant's knowledge. The complainant's handwritten signature must immediately follow the required declaration. A submission lacking this declaration and accompanying signature will be accepted, but it will be reviewed only under National Rule 5(b).

Local Rule 6(e). Number of Copies. Only the original complaint is required for filing; no additional copies are required.

Local Rule 7(a). Where and How to File. If filing by email, the complaint and any attachments must be in PDF format and emailed to 4CCA-JudicialComplaints@ca4.uscourts.gov. In the alternative, the complaint may be mailed to Clerk, United States Court of Appeals, 1100 East Main Street, Suite 501, Richmond, VA 23219-3517. The name of the subject judge must not appear on the envelope.

Local Rule 18(b). Petition for Review—Form and Where to File. A petition for review must not exceed five pages (single-sided pages) and must be submitted on standard 8 ½ by 11 inch paper. If filing by email, the petition for review must be in PDF format and emailed to 4CCA-JudicialComplaints@ca4.uscourts.gov. In the alternative, the petition for review may be mailed to Clerk, United States Court of Appeals, 1100 East Main Street, Suite 501, Richmond, VA 23219-3517. The name of the subject judge must not appear on the envelope.