

**REQUEST FOR REVIEW OF DECISION (APPEAL)**  
**APPENDIX 4**

Submitted under the Procedures of the United States District Court, Middle District of  
Pennsylvania's Employment Dispute Resolution Plan

**Notification of Third Circuit Judicial Council Request for Review of Decision  
Procedures:**

1. A written Request for Review of Decision ("Request for Review") from a final decision issued by a Presiding Judicial Officer must be transmitted to the Circuit Executive, as Secretary to the Judicial Council, within 30 days of the date of the Presiding Judicial Officer's decision. If the Request for Review of Decision concerns a Complaint filed under a District Court, or Probation and Pretrial EDR Plan, the Circuit Executive (or his or her designee) will request transmittal of the record of proceedings before the Presiding Judicial Officer to the Third Circuit EDR Coordinator. The Third Circuit EDR Coordinator will transmit the Request for Review and record materials to the Third Circuit Judicial Council EDR Committee for review.
2. The Request for Review should, but is not required to, use the Appendix 4 Form. In any event, the Request for Review should include the information requested by the Appendix 4 Form. If a document is ambiguous about whether review is being requested, the Circuit Executive (or his or her designee) will give the party ten days to correct any deficiencies.
3. The Third Circuit Judicial Council EDR Committee, on behalf of the Third Circuit Judicial Council, will review final decisions of the Presiding Judicial Officer. If a member of this Committee is disqualified, the Chief Judge of the Third Circuit will designate a replacement.
4. Within 45 days of receiving the Request for Review and record materials from the Third Circuit EDR Coordinator, the Third Circuit Judicial Council EDR Committee will issue a written decision. The Chair of the Third Circuit Judicial Council EDR Committee may extend the period of review for an additional 30 days for cause. Decisions of the Third Circuit Judicial Council EDR Committee on behalf of the Third Circuit Judicial Council are final and conclusive and shall not be judicially reviewable on appeal or otherwise.

## SAMPLE FORM

Name of Requesting Party \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Court in Which Presiding Judicial Officer's Decision Was Issued \_\_\_\_\_

\_\_\_\_\_, Requesting Party v.

\_\_\_\_\_, Responding Party

### Request for Review of Decision on Formal Complaint

Notice is hereby given that \_\_\_\_\_, (Requesting Party) in the above named case, hereby requests review by the Judicial Council for the \_\_\_\_\_ Circuit from the decision by Judge \_\_\_\_\_ entered in this matter on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

☐ Attached to this request is a copy of the Presiding Judicial Officer's decision.

State the reason(s) you contend that the Presiding Judicial Officer's decision was in error (**attach additional pages if necessary**):

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Requesting Party \_\_\_\_\_

Signature of Counsel, if any \_\_\_\_\_

**Form approved by the Third Circuit Judicial Council on October 10, 2019**

\_\_\_\_\_.