

*Not published*

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

No. 17-0000

JOHN DOE,

APPELLANT,

v.

DAVID J. SHULKIN, M.D.,  
SECRETARY OF VETERANS AFFAIRS,

APPELLEE.

**S A M P L E  
O R D E R**

The appellant, who is represented, appeals a September XX, 201X, Board of Veterans' Appeals decision. A "Notice to File Brief" within 60 days was mailed to the appellant on August XX, 201X. Accordingly, it is

ORDERED that the Court will initiate a telephonic briefing conference on October XX, 201X, at 1:30 p.m. (ET). It will be conducted by [name of Staff Attorney] of the Court's Central Legal Staff (CLS), and this conference may be rescheduled by the Court only upon a showing of good cause. It is further

**ORDERED that not later than 14 days prior to the scheduled conference, the appellant's counsel or representative shall submit to the Secretary and the Central Legal Staff (by e-mail or fax), a summary of the issues that the appellant intends to raise in the appeal before the Court, to include citations to the relevant authorities and the pertinent documents in the record.** The appellant's counsel or representative shall also file **with the Clerk** and serve on the Secretary a **separate** certificate of service that includes the date of the appellant's submission to the Secretary and the Central Legal Staff, the specific manner of the service (e-mail or fax), and the names and addresses of the persons served. E-mail submissions shall be sent to the Central Legal Staff at **CLS-Calendar@uscourts.cavc.gov**. Fax submissions shall be sent to CLS fax number at **(202) 585-3951**. It is further

ORDERED that the attorney or representative for both parties shall attend the conference with the authority to enter into a joint resolution of the appeal or settlement to the extent authorized by the client or be within immediate contact with such a person during the staff conference. The parties shall jointly notify the Court if the parties reach agreement on the disposition of any or all issues prior to the conference.

DATED:

FOR THE COURT:

GREGORY O. BLOCK  
Clerk of the Court

Copies to:  
Appellant's Counsel, Esq.  
VA General Counsel (027)