

**ATTACHMENT J-1  
ELEVENTH CIRCUIT COURT OF APPEALS**

**ESTIMATES  
OF  
OPINIONS, PAGES, AND COPIES OF OPINIONS**

The information in this attachment is the court's best estimate of slip opinion requirements through fiscal year 2012. The number of original opinions are the court's estimates of the number of original opinions that will be issued in each year and is the estimated quantity shown in the Section B Schedules for CLINs 1005 and 1006. The number of original pages is the estimated quantity shown in the Section B Schedules for CLIN 1001. The number of copies is the total number of copies of each opinion (see Sections C.8.1, C.9.1.1, C.9.1.2, and C.9.1.3) required for the court and for subscribers. **The following explanation/interpretation is provided merely to illustrate how to work with these numbers:**

In FY 2008 the United States Court of Appeals for the Eleventh Circuit estimates it will issue a total of approximately 500 original slip opinions amounting to approximately 4,500 original pages of opinion text. This means that the average length of each opinion is 9 pages (4,500 pages/500 opinions). To satisfy the needs of the Court and its subscribers, the printing contractor must print and distribute 550 copies of each opinion, which means the printer must print approximately 4,950 pages for each opinion (550 copies x 9 pages). Annually, then, the printer will produce approximately 2,475,000 pages (4,950 pages x 500 opinions) in satisfying the 11th Circuit's FY/08 requirements.

The following tables show the estimated printing requirements of the Eleventh Circuit Court of Appeals:

**11<sup>th</sup> CIRCUIT**

	<u>FY/08</u>	<u>FY/09</u>	<u>FY/10</u>	<u>FY/11</u>	<u>FY12</u>
Original Opinions	500	500	500	500	500
Original Pages	4,500	4,500	4,500	4,500	4,500
Average No. of					
Pages per Opinion	9	9	9	9	9
Copies	550	550	550	550	550
Printed Pages per					
Published Opinion	4,950	4,950	4,950	4,950	4,950
Total Print Pages					
Produced	2,475,000	2,475,000	2,475,000	2,475,000	2,475,000

ATTACHMENT J-2 - APPELLATE SLIP OPINION PRINTING REQUIREMENTS

CONTRACT DATA		Eleventh
<b>REQUIREMENTS</b>		
<b>Basic Specifications</b>		
1	Editorial Summary	Yes, See J-19
2	Turnaround Days - Elec. Copy	5
3	Additional Days for Hard Copy	3
4	Additional Days if Questions	Not Specified
5	Columns per Page	2
6	Resolution	600dpi
7	Font (Straight Matter)	Century
8	Font (Footnotes)	Aster
9	Font (Case # and Header)	Century Bold
10	Leading (Tabular Text)	12 pt.
11	Leading (Tabular Header)	12 pt.
12	Leading (Straight Matter)	11 pt.
13	Leading (Titles/Captions/ Hdrs)	11 pt.
14	Leading (Footnotes)	9 pt.
15	Type (Tabular Text)	7 pt.
16	Type (Tabular Headings)	9 pt.
17	Type (Straight Matter)	9 pt.
18	Type (Titles/Caps./Hdrs.)	9 pt.
19	Type (Footnotes)	7.5 pt.
20	Type (Errata)	Not Specified
21	Page Numbers	Top Left & Right
22	Continuity of Numerical Pagination	Yes
23	Paper Grade, Color, & Weight	Equal to JCP A61-White - Weight 20/50 lbs. Offset or Better
24	Page Size-Trim	6.25 x 9
25	Page Size-Print	5.25 x 7.25
26	More than 1 Opinion	Not Specified
27	Blank Last Page	No
28	Counsel Listing Required	No
29	Space between Text and Counsel Names	Not Applicable

## ATTACHMENT J-2 - APPELLATE SLIP OPINION PRINTING REQUIREMENTS

No.	REQUIREMENTS	Eleventh
	<b>Proofreading Required</b>	
30	-Format	Yes
31	-Missing Contents	Yes
32	-Typos	Yes
33	-Legal Usage	Yes
34	-Check Citations	Yes
	-Check +/- or Provide Parallel Citations	No
35		
36	-Check Cross References	Yes
37	-Footnote Numbering	Yes
38	-Proofread to Court Copy	No
39	-Misidentified Party	Yes
40	-Notify Court First	Yes
41	-Skilled Proofreader Required	Yes
42	-Attorney Required	No
43	-Galley Proof	No
	<b>Printing Medium</b>	
44	-Typesetting	Yes
45	-Photo-Offset	Yes
	<b>Electronic Copy</b>	
46	Editorial Summary	Yes
47	-3 1/2" Diskette	No
48	-Format	WP
	<b>Mailing</b>	
49	-Daily	Yes
50	-Weekly	Yes

**ATTACHMENT J-3**  
**ELEVENTH CIRCUIT COURT OF APPEALS**

ELECTRONIC TRANSMISSION REQUIREMENTS  
for the  
ELEVENTH CIRCUIT

1. The contractor shall be capable of sending and receiving opinions and corrections to opinions in WordPerfect using e-mail. In addition, the contractor shall be capable of sending and receiving opinions and corrections to opinions in WordPerfect via the internet using the File Transfer Protocol (FTP).
2. All formatting and footnotes must be preserved. The court may periodically upgrade to different versions of word processing software, and may elect to change its word processing software. For transmission of the electronic version of opinions to the court (see C.7), opinions shall be in WordPerfect in single column format, and without the editorial summary.
3. The court may modify any of the foregoing interface requirements including its electronic mail system. The contractor shall be responsible, at its own expense, for altering or replacing its own equipment and software as required by any such changes in the court's word processing software. In the event the court decides to change its word processing standard to something other than WordPerfect, the contractor will be provided with 30 days advance notice in order to modify its system(s).

**ATTACHMENT J-4**  
**Eleventh Circuit Court of Appeals**

**SAMPLE SLIP OPINION**

This attachment consists of a sample slip opinion from the Eleventh Circuit Court of Appeals.

(A paper copy of the sample slip opinion will be available upon request. Contact Vernelle Cleveland at [Vernelle\\_Cleveland@ao.uscourts.gov](mailto:Vernelle_Cleveland@ao.uscourts.gov)).

**ATTACHMENT J-5  
ELEVENTH CIRCUIT COURT OF APPEALS**

**DELIVERY OF PRINTED OPINIONS  
TO THE CLERK'S OFFICE**

**NOTE:** In the following, the time is always the local time at the court.

**11<sup>th</sup> CIRCUIT**

Printed opinions are due at the court during the work day on the 6th working day following the day of receipt of the opinion text by the contractor. The due date at the court is the date the opinions are actually received by the court, not the date mailed by the contractor.

**NUMBER OF COPIES:**

<b><u>FY08</u></b>	<b><u>FY09</u></b>	<b><u>FY10</u></b>	<b><u>FY11</u></b>	<b><u>FY12</u></b>
90	90	90	90	90

**ATTACHMENT J-6**

**DAILY LIST - Eleventh Circuit Court of Appeals**

**Opinions to be collated and mailed to addressees on the Daily List:**

Number of Addressees

<u>Circuit</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
Eleventh**	24	24	24	24	24

\*\* In the Eleventh Circuit, the DAILY LIST generally requires the mailing of six (6) copies of all opinions to each active judge of the court, four (4) copies of all opinions to each senior judge of the court, and a specified number of opinions to the Opinions Clerk in the Clerk's Office and to the Staff Attorneys Office. The clerk will provide all necessary names and addresses and the exact number of copies required to be sent to each addressee.

\*\*\* DAILY INVENTORY AT C.9.1.1 DOES NOT APPLY TO THE ELEVENTH CIRCUIT

**ATTACHMENT J-7**

**WEEKLY LIST - ELEVENTH CIRCUIT COURT OF APPEALS**

**Opinions to be collated and mailed to addressees on the Weekly List:**

<u>Circuit</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
Eleventh*	300	300	300	300	300

Mailings shall be made on the same day each week (as agreed to by the contractor and the court). The contractor shall pack all of the opinions for one subscriber into the same envelope, if feasible, using additional envelopes only as necessary.

# ATTACHMENT J-8 - Eleventh Circuit Court of Appeals SLIP OPINION PRINTING PAST PERFORMANCE QUESTIONNAIRE

## SLIP OPINION PRINTING PAST PERFORMANCE QUESTIONNAIRE

Your organization has been provided as a reference for past performance in a proposal submitted to the Administrative Office of the United States Courts (AOUSC) in response to a solicitation. Past Performance is an important evaluation criteria for this acquisition. We would greatly appreciate you taking the time to complete this form. The information is to be provided directly to the AOUSC's Contracting Officer, and the identity of individuals who provide information on past contractual performance will not be disclosed to the Offeror. Please provide an honest assessment and return directly to the AOUSC, by mail or fax to the address or number below no later than the date specified by the offering company. If you have any questions, please contact Ms. Vernelle Cleveland on 202-502-1326.

**Mail Form to:**

Administrative Office of the United States Courts  
Vernelle Cleveland, Contracting Officer  
OIS-PMD, Suite 3-250  
One Columbus Circle, N.E.  
Washington, D.C. 20544

**Fax Form to:**

Administrative Office of the United States Courts  
Attn.: Vernelle Cleveland, Contracting Officer  
Fax Number: 202-502-1066  
Voice Number: 202-502-1326

OFFERING COMPANY'S NAME :

CONTRACT NAME/NUMBER:

DATE OF CONTRACT AWARD:

DATE CONTRACT COMPLETED:

NAME OF EVALUATOR:

TELEPHONE NUMBER:

AGENCY/COMPANY NAME:

TYPE OF CONTRACT AND NATURE OF WORK PROVIDED:

**Please indicate a rating of the offering company's performance for each of the following performance factors:**

1. Quality of the printed products.

Outstanding       Above Average       Average       Poor

2. Ability to consistently meet deadlines.

Outstanding       Above Average       Average       Poor

3. Ability to accurately maintain subscriber lists.

Outstanding       Above Average       Average       Poor

4. Quality of key individuals who worked with you.

Outstanding       Above Average       Average       Poor       Not Applicable

5. How would you rate the offering company's overall performance on this contract?

Outstanding       Above Average       Average       Poor

6. Would you recommend the offering company for other contracts or task orders?  Yes       No (Please explain.)

**Cite any strengths or weaknesses noted during the period of performance:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT J-9  
ELEVENTH CIRCUIT COURT OF APPEALS**

**TEXT VERSIONS OF SLIP OPINIONS**

This is a manuscript version of a slip opinion from the Eleventh Circuit Court of Appeals for proposal purposes. See L5.2.2 Part 1(6)

(A paper copy of the slip opinion will be available upon request. Contact Vernelle Cleveland at [Vernelle\\_Cleveland@ao.uscourts.gov](mailto:Vernelle_Cleveland@ao.uscourts.gov))

**ATTACHMENT J10 - ELEVENTH CIRCUIT COURT OF APPEALS**

**RESERVED**

**ATTACHMENT J-11  
ELEVENTH CIRCUIT COURT OF APPEALS**

**DOES NOT APPLY TO THE ELEVENTH CIRCUIT**

**ATTACHMENT J12  
ELEVENTH CIRCUIT COURT OF APPEALS**

**DOES NOT APPLY TO THE ELEVENTH CIRCUIT**

**ATTACHMENT J-13  
ELEVENTH CIRCUIT COURT OF APPEALS**

**RESERVED**

**ATTACHMENT J-14  
ELEVENTH CIRCUIT COURT OF APPEALS**

**RESERVED**

**ATTACHMENT J-15  
ELEVENTH CIRCUIT COURT OF APPEALS**

**DELIVERIES BY MAIL**

The contractor shall collate and mail opinions to the addressees on the DAILY LIST on a daily basis. Mailings shall be made on the same day copies of an opinion are sent (via overnight mail) or delivered to the clerk's office. The contractor shall pack all of the opinions for one addressee into the same envelope, if feasible, using additional envelopes only as necessary. Attachment J-6 contains estimates of the number of addressees on the DAILY LIST for the circuit.

**ATTACHMENT J16  
ELEVENTH CIRCUIT COURT OF APPEALS**

**RESERVED**

**ATTACHMENT J17  
ELEVENTH CIRCUIT COURT OF APPEALS**

**WEEKLY BANKRUPTCY LIST**

The contractor shall mail on a weekly basis a copy of each opinion completed in the course of the week in civil appeals (non-criminal and non-prisoner appeals) to every person or agency appearing on a list of names to be supplied by the clerk. This list shall be known as the WEEKLY BANKRUPTCY LIST and shall not contain more than the following number of addressees:

Mailings shall be made on the same day each week (as agreed to by the contractor and the court). The contractor shall pack all of the opinions for one subscriber into the same envelope, if feasible, using additional envelopes only as necessary.

<u>Circuit</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
Eleventh	46	46	46	46	46

**ATTACHMENT J18  
ELEVENTH CIRCUIT COURT OF APPEALS**

**CONTRACTOR'S MAILING LIST**

From the address list of daily, weekly, and bankruptcy weekly subscribers, as applicable, that the court will provide to the contractor immediately following contract award, the contractor shall establish and maintain the mailing/subscription list. The contractor shall update the mailing/subscription list as the court notifies the contractor of names to add and delete. The contractor shall inform the court of opinions returned for incorrect address to permit the court to update or correct the information.

# **ELEVENTH CIRCUIT COURT OF APPEALS**

## **ATTACHMENT J-19**

### **Editorial Summaries**

#### **Eleventh Circuit Requirement**

Editorial Summary Service - For each printed opinion, the Contractor shall prepare an editorial summary of the holdings of the Court and the issues. Accurate and concise editorial summaries shall include a simple statement of:

- the nature of the case in the district court;
- identification of the district court, district judge, and district court decision;
- in appeals from cases originating in the bankruptcy court, identification of the bankruptcy court, bankruptcy judge, and bankruptcy court decision;
- summary of the issue(s) addressed by the court of appeals;
- the final decision of the court of appeals; and
- the identity of the judge(s) filing dissenting or concurring opinions.

In addition, each major issue and holding of the court shall be briefly summarized in a separate titled paragraph, as shown in the sample opinion, Attachment J-4. The editorial summaries shall be placed by the Contractor at the head of the printed opinion, as shown in the sample opinion, Attachment J-4. These editorial summaries are not required to be provided to the Court in any electronic version of the opinion furnished to the Court.