

COURT OF APPEALS OF GEORGIA

RETURN NOTICE

May 18, 2015

To: Mr. Saleeban Adam, GDC1000439372, Georgia State Prison, 300 First Avenue, South, Reidsville, Georgia 30499

Case Number: _____ Lower Court: _____ County Superior Court _____

Court of Appeals Case Number and Style: _____

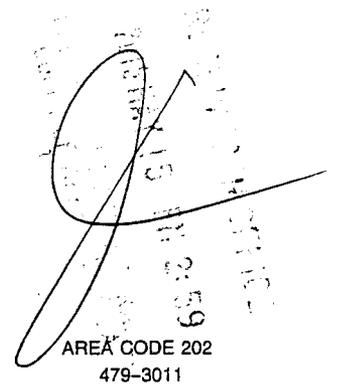
Your document(s) is (are) being returned for the following reason(s).

- There is no case pending in the Court of Appeals of Georgia under your name.**
- A Notice of Appeal is filed with the clerk of the trial court and not with the Court of Appeals of Georgia. See OCGA §5-6-37.** Once the trial court clerk has received and filed the Notice of Appeal, the trial court clerk will prepare a copy of the record and transcripts as designated by the Notice of Appeal and transmit them to this Court. Once the Notice of Appeal is docketed in the Court of Appeals of Georgia, a Docketing Notice with the Briefing Schedule and other important information is mailed to counsel for the parties or directly to the parties, if the parties are representing themselves. You do not need to provide this Court with a copy of the Notice of Appeal you filed with the superior court.
- The Notice of Appeal must include a proper Certificate of Service.** A Certificate of Service must show service to the opposing counsel and contain the counsel's full name and complete mailing address. The opposing counsel must actually be served with a copy of your filing.
- An Application for Writ of Habeas Corpus should be filed in the superior court of the county in which you claim you are illegally detained.** An appeal from a denial of an Application for Writ of Habeas Corpus is to the Supreme Court and not the Court of Appeals.
- An Application for Writ of Mandamus should be filed in the superior court of the county official whose conduct you intend to mandate.** An appeal from a denial of an Application for Writ of Mandamus is to the Supreme Court and not the Court of Appeals.
- Your appeal was disposed by opinion (order) on _____.** The Court of Appeals _____
divesting this Court of jurisdiction. The case decision is therefore final.
- Your mailing/documents indicate that you intended to file your papers in another court rather than the Court of Appeals of Georgia. The address of the Clerk of the Supreme Court of the United States is: Supreme Court of the United States, Office of the Clerk, Washington , D.C. 20543-0001.**
- If an attorney has been appointed for you and you are concerned with the representation provided by that attorney, you should address that issue to the trial court.** As long as you are represented by an attorney, you cannot file pleadings on your own behalf. Your attorney must file a Motion to Withdraw as Counsel and it must be granted, before you can file your own pleadings in this Court.
- A request for an out-of-time appeal should be made to the trial court from which you are appealing.** If your motion is denied by the trial court, you can file an appeal of that decision by filing a Notice of Appeal with the clerk of the superior court.

**SUPREME COURT OF THE UNITED STATES
OFFICE OF THE CLERK
WASHINGTON, D. C. 20543-0001**

October 2014

SCOTT S. HARRIS
CLERK OF THE COURT



MEMORANDUM TO THOSE INTENDING TO PREPARE A PETITION FOR A WRIT OF CERTIORARI IN BOOKLET FORMAT AND PAY THE \$300 DOCKET FEE.

This memorandum is directed to those who intend to prepare a petition for a writ of certiorari in booklet format pursuant to Rule 33.1 and pay the \$300 docket fee required by Rule 38(a). It highlights the most common mistakes observed by the Clerk's Office. By following these guidelines you may help to expedite the processing of your petition. If you have questions, they should be directed to a case analyst in the Clerk's Office. This memorandum is useful also for those preparing appeals under Rule 18. The Rules of the Supreme Court were adopted January 12, 2010, with an effective date of February 16, 2010.

1. PAGE AND TYPE SIZE:

The petition and the appendix required by Rule 14 must be presented on paper that is 6 $\frac{1}{8}$ by 9 $\frac{1}{4}$ inches and not less than 60 pounds in weight as stated in Rule 33.1(a) and (c). The color of the cover must be white. Rule 33.1(g)(i). The petition shall be typeset in a Century family (*e.g.*, Century Expanded, New Century Schoolbook, or Century Schoolbook) 12-point type with 2-point or more leading between lines. Footnotes must be 10-point with 2-point or more leading between lines. Any type that does not measure on a typesize finder to be 12-point for the body and 10-point for footnotes will not be accepted. Attached are sample copies of correct and incorrect type.

Petitions produced on a personal computer using word processing, electronic publishing, or image setting are considered typeset and are acceptable. Petitions produced on a typewriter are not acceptable. Quotations exceeding 50 words shall be indented. The

text of the petition and the appendix thereto must appear on both sides of the page. Rule 33.1(b).

2. COVER and COVER PAGE INFORMATION:

The front and back covers of the petition shall consist of 65-pound weight white paper. Rule 33.1(e). Items on the cover of the petition shall be in the order set forth in Rule 34.1(a) through (f). The caption of the case must list the petitioner(s) in this Court on the topside of the *versus* with your real opponent(s) on the bottom side. You should not copy the caption of the case as it appeared in the lower court unless it accurately identifies who the petitioner(s) and who the respondent(s) are in this Court. Counsel of record shall be a member of the Bar of this Court at the time the petition is presented for filing. Rule 34.1(f). Names of other attorneys who are members of the Bars of the several states may be listed on the cover, but names of non-lawyers such as research assistants, law students, and advisors may not appear on the cover under any circumstances; nor are they to be credited with having contributed to the preparation of the petition either in the text, in a footnote, or at the conclusion of the petition. If you are representing yourself, your name, address, and telephone number shall appear on the cover. If the names of the parties are too lengthy to be fully included on the cover of the petition, a short caption may be used. The complete listing of the parties to the proceeding in this Court shall be placed on the page following Questions Presented for Review. Rule 14.1(b). No text of the petition is to appear on the inside of the front or back covers. Do not list the October Term of the Court on the cover of the petition. A sample cover that may be followed as to form only is attached to this memo.

3. QUESTIONS PRESENTED:

The first page of the petition, not the back of the front cover, must contain **Questions Presented for Review**. Rule 14.1(a). The caption of the petition is not to be repeated on this page. The question(s) may be prefaced by a very brief introductory statement to set the scene, so that the question(s) may be understood. The question(s) should be short and concise and may not be argumentative or repetitious. If the peti-

tioner or respondent is under a death sentence that may be affected by the disposition of the petition, the notation "CAPITAL CASE" shall precede the words "Questions Presented." No other information is to be included on this page. Rule 14.1(a).

4. PARTIES TO PROCEEDING:

The next page shall list the parties to the proceeding in this Court if all their names do not appear on the cover. Rule 14.1(b). This listing must be precise. Should a corporate entity be a petitioner, the Rule 29.6 corporate disclosure statement is to appear on this page. If there is no parent or publicly held company owning 10% or more of the corporation's stock, a statement to that effect shall be included on this page. Rule 29.6.

5. NUMBERING OF PAGES:

The pages containing questions presented for review, the list of parties and corporate disclosure statement, table of contents, and table of authorities should be numbered (i), (ii), (iii), etc. The table of contents and the table of authorities are followed by the text of the petition. Rule 14.1(c). There should be no second cover page prior to beginning the text of the petition. The pages of the text of the petition should be numbered 1, 2, 3, etc., and not a continuation of (i), (ii), (iii), etc. In no event may the text of the petition exceed 9000 words. Rule 33.1(d) and Rule 33.1(g)(i).

6. CONTENTS OF APPENDIX:

The appendix to the petition must contain all items required by Rule 14.1(i). If you are seeking review of a state court judgment and an intermediate state appellate court was the last court to act on the merits, you shall include in the appendix any order regarding a petition for rehearing that may have been acted upon by that court as well as any orders denying discretionary review that may have been issued by higher state courts. Any order denying rehearing that starts the running of the time for filing the petition must also be contained in the appendix. Those orders shall include the caption showing the name of the issuing court, the title and number of the case, and the date of

entry. Rule 14.1(i)(i) through (iv). If you are seeking review of a judgment from a United States Court of Appeals, you must, on that document, include the names of the judges who acted on the appeal. Any published and unpublished opinions issued with respect to the judgment sought to be reviewed shall be included in the appendix. Should the appendix become too voluminous, it may be presented in a separate volume or volumes with white covers bearing the appropriate caption.

7. REPRODUCING DOCUMENTS IN APPENDIX:

Material contained in the appendix as required by Rule 14.1(i) must also comply in all respects with the type size and page size requirements contained in Rule 33.1. Lower court orders and opinions issued on paper larger than $6\frac{1}{8}$ by $9\frac{1}{4}$ inches *may not be photo-reduced*. Rule 33.1(b). These items must be reformatted to comply with Rule 33.1 and they must contain the caption showing the name of the issuing court or agency, the title and number of the case, and the date of entry. Rule 14.1(i). If a signature is contained on the original, reproduce the name by using "s". The seal of the lower court and the file stamp may be reproduced by typesetting the information verbatim. Photo reproductions from Federal Supplement, Federal 2nd and 3rd Reporters, and regional reporters are not acceptable under Rule 33.1. Such materials must be reformatted to comply with the type size requirements of Rule 33.1. Items in the appendix are to be arranged as required by Rule 14.1(i)(i) through (vi).

8. BINDING:

The petition and appendix shall be bound firmly in at least two places along the left margin so as to make an easily opened volume. No part of the text may be obscured by the binding. Saddle stitching or perfect binding is preferred. Staples may be used, with at least two along the left margin, covered with tape. Under no circumstances may spiral, plastic, metal, or string bindings be used. Rule 33.1(c).

INCORRECT TYPE

ing whether an agency's statement is what the APA calls a "rule" can be a difficult exercise. We need not conduct that exercise in this case, however. For even assuming that a statement terminating the Program would qualify as a "rule" within the meaning of the APA, it would be exempt from the notice-and-comment requirement of § 553.⁷ Termination of the Program might be seen as affecting the Service's organization, but "rules of agency organization" are exempt from notice-and-comment requirements under § 553(b)(A). Moreover, § 553(b)(A) also exempts "general statements of policy," which we have previously described as "statements issued by an agency to advise the public prospectively of the manner in which the agency proposes to exercise a discretionary power." *Chrysler Corp.*, *supra*, at 302, n. 31 (quoting Attorney General's Manual on the Administrative Procedure Act 30, n. 3 (1947)). Whatever else may be considered a "general statemen[t] of policy," the term surely includes an announcement like the one before us, that an agency will discontinue a discretionary allocation of unrestricted funds from a lump-sum appropriation.

Our decision in *Citizens to Preserve Overton Park, Inc. v. Volpe*, 401 U. S. 402 (1971), confirms our conclusion that the Service was not required to follow the notice-and-comment procedures of § 553 before terminating the Program. *Overton Park* dealt with the Secretary of Transportation's decision to authorize the use of federal funds to construct an interstate highway through a public park in Memphis, Tennessee. Private citizens and conservation organizations

the organization, procedure, or practice requirements of an agency and includes the approval or prescription for the future of rates, wages, corporate or financial structures or reorganizations thereof, prices, facilities, appliances, services or allowances therefor or of valuations, costs, or accounting, or practices bearing on any of the foregoing."

⁷We express no view on the application of the publication requirements of § 552, or on the propriety of the relief granted by the District Court. The Court of Appeals did not address these issues. See, *supra*, at 190.

SAMPLE COVER TO FOLLOW AS TO FORM

No. 10CR-3931-9

IN THE

Supreme Court of the United States

MY CLIENT(S),

Petitioner(s)

v.

MY OPPONENT(S)

Respondent(s)

On Petition For Writ Of Certiorari
To The (court whose judgment you seek to review)
DeKalb county superior court.

PETITION FOR WRIT OF CERTIORARI

MY NAME *Saleeban adan*
Counsel of Record for Clayton Ray Matthews.
MY FIRM *Georgia State Prison* ~~*Saleeban adan*~~
MY STREET ADDRESS *300 1st Avenue South*
CITY, STATE, ZIP CODE *Reidsville, Georgia 30459*
MY TELEPHONE NUMBER *N/A*

SAMPLE CERTIFICATE OF COMPLIANCE WITH WORD COUNT

CERTIFICATE OF COMPLIANCE

No. 07-

MY CLIENT(S),

Petitioner(s)

v.

MY OPPONENT(S)

Respondent(s)

As required by Supreme Court Rule 33.1(h), I certify that the petition for a writ of certiorari contains _____ words, excluding the parts of the petition that are exempted by Supreme Court Rule 33.1(d).

I declare under penalty of perjury that the foregoing is true and correct.

Executed on 05-012-, 2015

Saleeban Adan.