



Insider's Guide to Complying with Revised Ninth Circuit Rules

*Presenters: Susan Gelmis, Chief Deputy Clerk, and
Liora Anis, Lead Briefs Clerk*

Meet the Panelists:

SUSAN GELMIS is the Chief Deputy Clerk for Operations at the Ninth Circuit. She has been with the court for over 30 years, previously serving as supervisor of the Motions and Pro Se Units in the Staff Attorneys' Office and as director of the Circuit's Pro Bono Program for 22 years. Susan has served on numerous Circuit wide committees and task forces relating to prisoner and pro se litigation, and as liaison to the pro se law clerks in the district courts, organizing and speaking at Circuit wide and national conferences. In December 2015, Susan moved to the Clerk's Office to assume her current position, where she oversees all docketing and filing and calendaring systems and procedures, staffs the Circuit Rules Committee, and organizes and speaks at CLE programs around the Circuit. Susan is a 1987 graduate of NYU Law School and originally a native of New York.

LIORA ANIS has been a Case Administrator in the Docketing department at the Ninth Circuit for 15 years. She leads the Briefs and Sealed Documents teams, which monitor briefs, excerpts of record, and other filings for compliance with court rules. Liora trains and mentors new staff, helps update Ninth Circuit rules and filing processes, manages revisions to Ninth Circuit forms, and assists with quality control tasks. She joined the court just before it implemented the existing Case Management/Electronic Case Files (CM/ECF) system and helped establish new court procedures during the court's various stages of transition from paper filing to electronic filing. In 2018, she led a project to reduce the amount of paper required and used by the court, as well as a project to completely overhaul the Ninth Circuit's forms. Liora is currently part of the Operations team spearheading the court's new Appellate Case Management System (ACMS) that will eventually replace CM/ECF. Liora graduated from the University of California, Berkeley with a B.A. in History.