

**UNITED STATES COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

**INSTRUCTIONS for Form 7. Mediation Questionnaire**

Form 7 must be filed by counsel for appellants/petitioners in civil cases within 5 days after filing the notice of appeal or petition for review. Filing Form 7 is optional for appellees/respondents in those cases.

- The purpose of Form 7 is to help the court’s mediators provide the best possible mediation services; it serves no other function.
- It is not necessary to list every issue you might raise on appeal or review. Omission will not constitute waiver of an issue.
- Form 7 is filed on the public docket. It is **not confidential**.
- When Form 7 is filed, all counsel will receive a link in the Notice of Docket Activity that will allow them to separately submit relevant **confidential** information directly to the circuit mediators.

File Form 7 using the electronic document filing type “Mediation Questionnaire.”

**How to prepare fill-in forms for filing:**

- If you have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).
- If you do not have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your printer.
  3. Scan the completed form to a PDF file.

**Note:** The fill-in PDF version of the form is available on the court’s website at <http://www.ca9.uscourts.gov/forms/>.

***Do not file this instruction page***