

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

**INSTRUCTIONS for Form 16.  
Circuit Rule 27-3 Certificate for Emergency Motion**

- Use Form 16 to accompany an **emergency motion** that requires relief *within 21 days*. File the completed certificate simultaneously with your emergency motion.
- You **must** notify the Emergency Motions department of the clerk’s office before filing **any** emergency motion. Call (415) 355-8020 and leave a message, or email [emergency@ca9.uscourts.gov](mailto:emergency@ca9.uscourts.gov).
- You do not have to use Form 16. You may write your own certificate instead.

To file your emergency motion together with Form 16 electronically, use the electronic document filing type “Motion for Any Type of Relief” and select the “EMERGENCY” modifier.

**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:** You may use the Microsoft Word version of Form 16 (available at <http://www.ca9.uscourts.gov/forms/>) to insert into your document.

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