

**United States Court of Appeals**  
***For The Eighth Circuit***  
Thomas F. Eagleton U.S. Courthouse  
111 South 10th Street, Room 24.329  
**St. Louis, Missouri 63102**

**Michael E. Gans**  
*Clerk of Court*

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[www.ca8.uscourts.gov](http://www.ca8.uscourts.gov)

December 19, 2011

Mr. Cenobio Lozano Jr.  
Suite 10  
3001 N. State Route 291  
Harrisonville, MO 64701-1132

RE: 11-3775 United States v. Gilberto Lara-Ruiz

Dear Counsel:

The district court has transmitted a notice of appeal in this criminal matter, and we have docketed it under the caption and case number shown above. Please include the caption and the case number on all correspondence or pleadings submitted to the court. Counsel in the case must supply the clerk with an Appearance Form. Counsel may download or fill out an [Appearance Form](#) on the "Forms" page on our web site at [www.ca8.uscourts.gov](http://www.ca8.uscourts.gov).

Enclosed is a CJA Form 20 which provides for your appointment under the provisions of the Criminal Justice Act. If you are receiving this letter by electronic noticing your CJA Form 20 will be sent by mail. Your duties as counsel are defined by Eighth Circuit Rule 27B and Eighth Circuit's Plan to Expedite Criminal Appeals. Please review these materials which are on the "Rules and Publications" page of our web site.

You can also find "Fillable" CJA Forms and instructions for their use on the "Forms" page of our web site. When you are ready to submit your voucher for payment, you may either complete the paper version or fill out the form online. If you choose to complete the form online, please copy the information contained in Items 1-14 from the paper CJA Form 20. You should then fill in the hours and expenses claimed, print out the form, sign it, attach the paper CJA Form 20 we sent you, and submit both forms to the St. Louis office for processing. Vouchers should be submitted after the court issues its mandate at the close of the case.

Appointments are personal and cannot be delegated without the court's approval. If you have any questions about your appointment or the CJA voucher process, please contact this office.

The court has established a briefing schedule for the case, a copy of which will be forwarded under separate notice of docket activity. Please review the schedule and note the key filing dates. You should also review Federal Rules of Appellate Procedure 28 and 32, as well as Eighth Circuit Rules 28A and 32A. Useful information about briefing and the record on appeal can be found at these links:

[www.ca8.uscourts.gov/newcoa/notes/redactcr-egov.pdf](http://www.ca8.uscourts.gov/newcoa/notes/redactcr-egov.pdf)  
[www.ca8.uscourts.gov/newcoa/forms/cbrchk.pdf](http://www.ca8.uscourts.gov/newcoa/forms/cbrchk.pdf)  
[www.ca8.uscourts.gov/newcoa/forms/crrecord.pdf](http://www.ca8.uscourts.gov/newcoa/forms/crrecord.pdf)

If a transcript will be required for the appeal, you should immediately contact the official court reporter and take steps to order the transcripts and arrange for payment for their production.

The court has directed the clerk's office to monitor and enforce compliance with the briefing schedule. Failure to meet the briefing deadlines will result in the issuance of an order to show cause and may lead to dismissal of the appeal, as well as the initiation of disciplinary proceedings. Requests for extensions of time must be filed on a timely basis and should establish good cause. Overlength briefs are strongly discouraged.

On June 1, 2007, the Eighth Circuit implemented the appellate version of CM/ECF. Electronic filing is now mandatory for attorneys and voluntary for pro se litigants proceeding without an attorney. Information about electronic filing can be found at the court's web site [www.ca8.uscourts.gov](http://www.ca8.uscourts.gov). In order to become an authorized Eighth Circuit filer, you must register with the PACER Service Center at <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-regform.pl>. Questions about CM/ECF may be addressed to the Clerk's office.

If you have any questions about the schedule or procedures for the case, please contact our office.

Michael E. Gans  
Clerk of Court

JMH

Enclosures

cc: Lori Carr  
Mr. Gilberto Lara-Ruiz  
Ms. Alex Martinez  
Ms. Reggie McBride  
Ms. Dorothy Myers  
Mr. Bruce A. Rhoades  
Ms. Ann Thompson

District Court Case Number: 4:09-cr-00121-DGK-1

**Caption For Case Number: 11-3775**

**United States of America**

**Plaintiff - Appellee**

**v.**

**Gilberto Lara-Ruiz, also known as Hill**

**Defendant - Appellant**

**Addresses For Case Participants: 11-3775**

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