

Parts in blue print are instructions to user, not to be included in filed document unless so noted. [Parts and references in green font, if any, refer to juvenile proceedings. See Practice Note, this web page, for guidance in adapting forms to juvenile cases.]

**Practice tip:** Automatic augmentation of post-judgment changes made by the trial court is discussed in the [ADI Manual](#), chapter 3, § 3.16.

*[Letterhead]*

*[Date]*

[Mr./Ms.] *[appeals clerk's name]*  
Superior Court of *[name]* County  
*[Address]*

Re: *People v. [client's name] / In re [client's first name, last initial]*  
Superior Court No.: *[number]*  
Court of Appeal No.: *[number]*  
Notification re Need for Automatic Augmentation of Record (Rule  
*[8.340(a) / 8.410(b)(2)]*)

Dear [Mr. / Ms.] *[appeals clerk name]*:

I represent *[client's name or first name, last initial]* in this appeal. On *[date]*, the trial court issued the following post-judgment order:

*[Describe or attach the order.]*

If, after the record has been certified, the trial court amends or recalls the judgment or makes any other order in the case pending appeal, California Rules of Court, rule *[8.340(a) / 8.410(b)(2)]*, requires the clerk promptly to certify, as an automatic augmentation of the record, a copy of such orders and any related document or transcript, then send them to the reviewing court and all appellate counsel. The Court of Appeal's website does not show that the required supplemental record has been filed with that court, and I have not received one.

Please transmit one copy of the supplemental record to the Court of Appeal and copies to both counsel. Defendant's copy should be sent directly to appellate counsel at the following address: *[insert your address here]*.

Thank you very much for your attention to this matter.

Respectfully submitted,

*[Attorney's name]*

State Bar No. *[number]*  
Attorney for Defendant *[name]*

**PROOF OF SERVICE**