

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: Correcting omissions from the normal record is discussed in the [ADI Manual](#), chapter 3, § 3.13 et seq.

[Letterhead]

[Date]

Mr./Ms. *[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 of Missing Part of Record (Rule [8.340(b) / 8.410])

Dear Mr./Ms. *[clerk's name]*:

I represent *[client's name or first name, last initial]* in the above-referenced appeal. Part of the normal record on appeal (Cal. Rules of Court, rule [8.320 / 8.407]), as listed on the next page, is missing.

Please transmit one copy of the missing item in the attached List of Requested Records to the Court of Appeal and copies to counsel. (Cal. Rules of Court, rule [8.340(b) / 8.410].) Under Court of Appeal policy, items to be included in the clerk's transcript should be completed within 10 days of the receipt of this letter; items to be included in the reporter's transcript should be completed within 30 days of receipt of this letter.

Defendant/appellant'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]*

People v. [client's name] / In re [client's first name, last initial]

Superior Court No.: *[number]*

Court of Appeal No.: *[number]*

Notification re Missing Part of Record (Rule 8.340(b) / 8.410)

LIST OF REQUESTED RECORDS

Clerk's Transcript

[List.]

[In the list, describe each document. For example, "Jury question mentioned by trial court at R.T., p. ___" or provide filing date, title, and other details. Specify applicable subdivision of rule 8.320(b) or rule 8.407(a) making this part of normal record.]

Reporter's Transcript

[List.]

[Describe each proceeding. For example, if portion of the normal record is missing, note date, judge, court reporter, and type of proceeding. Specify applicable subdivision of rule 8.320(c) or rule 8.407(b).]

PROOF OF SERVICE