

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 – IMPORTANT:** For some kinds of corrections, some courts may require an entirely new, corrected brief, rather than a simple request to submit corrections. Check with the clerk’s office, the ADI staff attorney, and the ADI website page on Fourth District practice at [http://www.adi-sandiego.com/practice/fourth\\_dist.asp](http://www.adi-sandiego.com/practice/fourth_dist.asp) under “Briefs.”

**Practice tip:** Alternative ADI sample forms may be preferable, depending on the timing and the court – e.g., erratum motion, request to strike brief and file new opening brief, and request to file supplemental opening brief.

*[Letterhead]*

*[Date]*

[Mr./Ms.] *[clerk’s name]*

Clerk of the Court/Chief Administrator

Court of Appeal, Fourth Appellate District, Division *[One / Two / Three]*

*[Address]*

Re: *People v. [Client’s name] / In re [client’s first name, last initial]*  
Superior Court No. *[number]*  
Court of Appeal No. *[number]*  
Notice of Erratum

Dear [Mr. / Ms.] *[clerk’s name]*:

Appellant’s opening brief, which was filed on *[date]*, suffers from *[an]* *[error(s)/omission(s)]*.

*[Describe the errors or omissions.]*

I apologize for *[this/these]* *[error(s)/omission(s)]*.

To correct the problem, appellant asks leave to file the attached corrections. These include *[an]* original and copies of the correctly written page(s). The new page(s) should be inserted between pages *[number]* and *[number]* of the opening brief.

The opening brief was filed on or about *[date]*. The respondent’s brief *[was filed on [date] / has not been filed]*.

Respectfully submitted,

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

## **PROOF OF SERVICE**