

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: NOT TO BE USED IN DIVISION TWO.** The form below is styled for general use. However, Fourth Appellate District, Division Two, follows a different procedure. When the record for appeal is filed, notice to counsel is sent, as usual, which sets the initial due date for the opening brief (40 days from the date of the notice). The notice also specifies Division Two's particular procedure to transmit exhibits. Counsel must follow its procedure. See ADI's [Fourth District practice web page](#).

*[Attorney name, bar number]*  
*[Address and telephone number]*  
*[Email address and fax number if available]*  
Attorney for Defendant *[name]*

**SUPERIOR COURT OF *[NAME]* COUNTY,  
STATE OF CALIFORNIA**

THE PEOPLE OF THE STATE OF CALIFORNIA,  
Plaintiff and Respondent,

v.

*[Defendant's name]*,  
Defendant and Appellant.

Superior Court  
No. *[number]*

Court of Appeal  
No. *[number]*

**DEFENDANT'S REQUEST FOR  
TRANSMISSION OF EXHIBITS**

Honorable *[name]*, Judge

TO THE CLERK OF THE SUPERIOR COURT:

Under California Rules of Court, rules 8.224(a) and [8.320(e) / 8.407(f)], defendant *[name]* respectfully requests the clerk to transmit the exhibits designated on the attached page to the Court of Appeal. This request is made within 10 days of the date that the respondent's brief was filed or could have been filed in the Court of Appeal as is required by California Rules of Court, rule 8.224(a).

Dated: *[date]*

Respectfully submitted,

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

*People v. [defendant's name]*  
Court of Appeal No. *[number]*  
Superior Court No. *[number]*

**EXHIBIT LIST**

<b><u>Court Exhibit No.</u></b>	<b><u>Description</u></b>
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## **PROOF OF SERVICE**