

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:** Improper inclusion of confidential information in the record is discussed in the [ADI Manual](#), chapter 3, § 3.10.

*[Letterhead]*

*[Date]*

[Mr./Ms.] *[Court of Appeal 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]*  
Court of Appeal No.: *[case number]*

Notice of Juror Identification Improperly in Record (Code Civ. Proc., § 237, subd. (a); Cal. Rules of Court, rules 8.332, 8.155(c)(1), 8.340(c))

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

I am counsel for defendant *[name]* in the above-entitled case. At *[cite to record]*, the identity of [a trial juror / an alternate juror who was sworn / a potential juror called but not sworn whose identification was ordered sealed under Code of Civil Procedure section 237, subdivision (a)] was inadvertently included in the record in noncompliance with California Rules of Court, rule 8.332.

Counsel seeks the court's guidance as to how the court wishes the present record to be redacted so as to eliminate references to this juror's name. (See Cal. Rules of Court, rules 8.155(c)(1), 8.340(c).)

Respectfully submitted,

*[Attorney's name]*  
State Bar Number *[number]*  
Attorney for Defendant *[name]*

**PROOF OF SERVICE**