

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 TIPS

See [ADI April 10, 2012, news alert](#) for procedure when there is no opportunity to obtain pre-approval.

Policies for the use of associate counsel are set out in chapter 1, § 1.79 et seq. of the [ADI Manual](#). Oral argument is the topic of chapter 6 of the Manual.

Policies and practices of the various divisions of the Fourth District are reviewed on the ADI website at http://www.adi-sandiego.com/practice/fourth_dist.asp under "Oral Argument."

Resources for oral argument in the California Supreme Court are reviewed on the ADI website the [Supreme Court practice page](#). Consult the district [appellate project](#) or the [court website](#) for information about argument in Courts of Appeal other than the Fourth.

[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]*
Request for Permission to Use Associate Counsel for Oral Argument
Court of Appeal No. *[number]*

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

I am appointed to represent *[client's name]* on this appeal. I request the court's permission to use associate counsel, *[associate counsel's name and California State Bar No.]*, for oral argument scheduled for *[date]*. Associate counsel is needed for oral argument because *[give reasons appointed counsel will not be able to appear]*.

Associate counsel will be adequately prepared for oral argument. *[He / she]* will be familiar with the record and briefing and all issues. *[He / she]* is qualified to handle this case because *[briefly state his / her qualifications]*. ADI has been consulted and has approved the use of associate counsel.

Sincerely,

[Attorney's name]

State Bar No. *[number]*

Attorney for Defendant *[name]*

PROOF OF SERVICE