



JUDICIAL COUNCIL OF CALIFORNIA

LEADERSHIP SERVICES DIVISION
APPELLATE COURT SERVICES

Judicial Council of California (JCC) and Appellate Projects Attorney Information Sheet Instructions

- **The Attorney Information Sheet should be submitted:**
 - 1) By all new panel attorneys
 - 2) By current panel attorneys to make **a change of Business or Street address**
 - 3) By current panel attorneys to **change Tax ID information**
 - 4) By current panel attorneys to make **a name change**

- **All signed **original** forms should be sent to:**

JUDICIAL COUNCIL OF CALIFORNIA
Alberto Cruz, Accounting Unit
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

- **A **copy of this form only and not the W-9**, must be submitted to every appellate project of which you are a panel member.**

- **New Panel Attorneys** must submit the following to JCC Accounting at the time of joining the Appellate Project panel:
 - 1) JCC and Appellate Projects Attorney Information Sheet
 - 2) IRS W-9 Form (signed [IRS Form W-9](#))
 - 3) Letter of Authorization, if applicable (for using EIN as law firm Tax ID)
 - 4) [Direct Deposit Form](#), if applicable

- **Current panel attorneys** must submit a JCC and Appellate Projects Attorney Information Sheet for change of address, Tax ID, or name change **prior to submitting a claim.**

- **Change of Tax ID information** requires the submission of a signed original IRS W-9 form. If you are changing your tax ID information from a SSN to an EIN, you must prepare a Letter of Authorization on the firm letterhead and submit it to JCC Accounting with the IRS W-9 form. **Provide Tax ID information or changes only to the JCC.**
- **Change of Email Address:** Be sure to notify the court of a change of your email address used by that court on every open case and to also serve the other parties in the case. (Calif. Rules of Court, rules 8.32(b)(1) and 8.71(d).)

Please allow 30 days for the JCC to update its records

If the JCC does not receive the correct forms in advance (at least 30 days), an error will occur when a claim is received. JCC/Appellate Court Services will contact the appellate projects for the required information and request that claims with errors be resubmitted. The result will be a delay in the processing and payment of the claim while corrected information is obtained and updated.

**JUDICIAL COUNCIL OF CALIFORNIA (JCC) AND
APPELLATE PROJECT ATTORNEY INFORMATION SHEET**

(See [Information Sheet instructions](#))

Check all that apply:

Change of Address Change of Tax ID Information Name Change New Panel Attorney

***Please submit the signed original of this form to:**
JUDICIAL COUNCIL OF CALIFORNIA
Attn: Alberto Cruz, Accounting Unit
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

***Send a copy of this form only to every appellate project of which you are a panel member.**

***Remember to notify the court and client on every open case whenever you change your address.**

PLEASE TYPE OR PRINT LEGIBLY

Last Name _____ First Name _____ Middle Initial _____
State Bar # _____ Law Firm Name _____
Phone _____ Fax _____
JCC/Project contact email address _____
E-Filing email address (if different) _____
A. Business Address (available to court and clients; may be P.O. Box). _____ _____ _____ <i>Be sure to include postal box number or street address, suite, city, state, ZIP Code.</i> County _____ Is this address a Private Mail Box?* Yes <input type="checkbox"/> No <input type="checkbox"/> *Note: If this is a Private Mail Box, there are postal regulations that dictate how the address <i>must</i> be formatted. Check with your PMB vendor, or search "PMB" on the U.S. Postal Service website for further instructions.
B. If the above address is a post office box, you MUST provide a Street Address for receipt of transcripts. <i>This address will not be disclosed to clients.</i> _____ _____ _____
→ PLEASE NOTE: If you have shown two addresses above, indicate at which address you wish to receive your compensation checks (unless you have opted for direct deposit): A. Business <input type="checkbox"/> B. Street Address <input type="checkbox"/>
IMPORTANT INSTRUCTIONS FOR TAX ID INFORMATION Submit an original signed IRS Form W-9 and send the original signed copy of this form to the JCC address above when joining the panel or making Tax ID changes.

Date: _____ Signature: _____

Please allow 30 days for the JCC to update its records

June 2019