

Parts in blue print are instructions to user, not to be included in filed document except as noted. References to rules are to the California Rules of Court.

**Practice Tip:** Motions filed in superior court must conform to rule 2.100 et seq. Motions filed in superior court should be printed on pleading paper.

The sample motion for order permitting copy service to make copy of exhibits is on the next page. This page provides the practice tip information indicated above.

1 *[Attorney name]*  
2 State Bar No. *[number]*  
3 *[Attorney's address]*  
4 *[Attorney's telephone number]*  
5 *[Attorney's email and fax number, if available]*

6 Attorney for Defendant and Appellant *[Name]*

7 SUPERIOR COURT OF THE STATE OF CALIFORNIA

8  
9 COUNTY OF *[Name]*

10 THE PEOPLE OF THE STATE OF  
11 CALIFORNIA,  
12 Plaintiff and Respondent,

13 v.

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

Superior Court No. *[number]*  
(Related Court of Appeal No. *[number]*)

MOTION FOR ORDER PERMITTING A  
COPY SERVICE TO MAKE COPIES OF  
EXHIBITS AT THE SUPERIOR COURT

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18 TO THE HONORABLE *[name]*, PRESIDING JUDGE OF THE SUPERIOR COURT,  
19 IN AND FOR THE COUNTY OF *[name]*:  
20

21 Defendant, *[name]*, through appointed appellate counsel *[name]*,  
22 respectfully requests a certified order authorizing *[name of copy service]*, a licensed and  
23 bonded copy service, to scan and copy the below listed exhibit[s] at the *[name of the*  
24 *superior court exhibit room or other court location]*. The exhibits include:  
25

26 *[List each exhibit by number and description, include the number of pages of each exhibit*  
27 *and/or its size if the size is too large for the superior court to copy, etc.]*  
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1           This request is based on the accompanying memorandum of points and authorities  
2 and the declaration of appointed appellate counsel attached as Exhibit A.

3  
4 Dated: *[date]*

Respectfully submitted,

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8                                   *[Attorney's name]*  
9                                   State Bar No. *[Number]*  
10                                  Attorney for Defendant *[Name]*  
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1 required order from the superior court and schedule a date with the exhibit room  
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3 custodian once this court approves the expense.

4 **CONCLUSION**

5  
6 For the reasons presented above and in the attached declaration of counsel, it is  
7 respectfully requested that the court issue an order permitting the *[name of copy service]*  
8  
9 to scan and make copies of the exhibits at the court.

10 Dated: *[date]*

11 Respectfully submitted,

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14 *[Attorney's name]*

15 State Bar No. *[Number]*

16 Attorney for Defendant and Appellant *[Name]*  
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**EXHIBIT A**

**DECLARATION OF**

*[APPELLATE COUNSEL'S NAME]*



1 I declare under penalty of perjury of the laws of California that the foregoing is  
2 true.  
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4 Dated: *[date]*

*[Attorney name]*

5 State Bar No. *[number]*  
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7 Attorney for Defendant *[name]*  
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29 **EXHIBIT B**

30 **Court of Appeal Appointment Order**  
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**EXHIBIT C**  
**Superior Court Exhibit List**

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