

## DECEMBER 2015 – SPECIAL ADI NEWS ALERT

BY

ELAINE A. ALEXANDER, EXECUTIVE DIRECTOR

### EXPANDED EMAIL SERVICE STARTING JANUARY 1, 2016 – “CHEAT SHEET” IS THE KEY<sup>1</sup>

**Starting January 1, 2016,<sup>2</sup> a number of agencies in the Fourth District will receive service by email only.** We will continue our efforts for the remaining agencies. Because of the multiplicity of agencies in the district – six counties, each with Superior Courts, District Attorneys, County Counsel, Public Defenders, and juvenile defense attorneys – it would be too confusing to list recent additions here or to announce new additions one at a time.

**To get the current service address, consult the “[CHEAT SHEET](#)”<sup>3</sup> on the ADI [home page](#).** This will be kept up to date with current service addresses. Existing email service addresses will not change, and so the Cheat Sheet need not be consulted for an agency already on email service. But for agencies that have been served until now by hard copy, attorneys must determine whether email service is presently available.

**Where email service is available, it is *mandatory*.** The court will not pay for the costs of hard copies when essentially free email may be used. This should not inconvenience any attorneys, since they are already serving ADI (at least) by email and adding another recipient to an email is a simple process – far less time-consuming than printing, copying, packaging, addressing, and shipping a hard copy.

Copies of any signed e-service agreements are available on request from ADI. Ask Elaine Alexander, [eea@adi-sandiego.com](mailto:eea@adi-sandiego.com).

---

<sup>1</sup>As always, panel attorneys are responsible for familiarizing themselves with all ADI news alerts and other resources on the ADI website.

<sup>2</sup>The signed agreements specify the formal date as January 1, 2016. Since that is a holiday, the *practical* first day is January 4.

<sup>3</sup>[http://www.adi-sandiego.com/pdf\\_forms/E-serve\\_Quick\\_Reference.pdf](http://www.adi-sandiego.com/pdf_forms/E-serve_Quick_Reference.pdf)