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| 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 Manual](https://www.adi-sandiego.com/legal-resources/), chapter 6, section 6.4, et seq. and specifically sections 6.4.2.1. and 6.4.2.2. [Division One](https://www.adi-sandiego.com/legal-resources/fourth-district-resources/division-one-practice/) and [Division Two](https://www.adi-sandiego.com/legal-resources/fourth-district-resources/division-two-practice/) limit oral argument to 15 minutes, unless a request for more time is granted. Division Three has not issued an order limiting time. See also [ADI’s Motion Practice Guide](https://www.adi-sandiego.com/legal-resources/), section II.D.1; [ADI website on the policies and practices](https://www.adi-sandiego.com/legal-resources/fourth-district-resources/#elementor-toc__heading-anchor-12) of various divisions of the Fourth Appellate District; and [ADI website on California Supreme Court Practice](https://www.adi-sandiego.com/legal-resources/general-appellate-practice/supreme-court-practice/).   |

*[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. [defendant’s name]*/ *In re [first name, last initial]*

 Request for More Than 15 Minutes of Oral Argument

 Court of Appeal No.: *[case number]*

California Rules of Court, Rule 8.256(c)(2)

*[Also cite to any division-specific order on time limit for oral argument]*

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

 [Under *[Miscellaneous / Standing]* Order *[number]*,[[1]](#footnote-1)] counsel requests at least *[insert number requested]* minutes of oral argument.

 *[Explain general need, for example, length of record, number and complexity of issues, severity of sentence, etc. In Division Two, where a tentative opinion has been issued, generally describe the issues set forth in the tentative opinion.]*

 In my professional judgment, the standard time of 15 minutes will be insufficient to address the issuesadequately and protect my client’s basic interests.

 Good cause exists for the following reasons: *[Explain in greater detail the need for more time for a particular issue. If a tentative opinion has issued, briefly describe its shortcoming(s) and why more time is necessary. Repeat as necessary for additional issues.]*

For the foregoing reason(s), good cause exists to grant defendant *[number]* minutes of oral argument.

 Respectfully submitted,

 *[Attorney’s name]*

 State Bar No. *[number]*

 Attorney for Defendant and

Appellant *[name]*

**PROOF OF SERVICE**

1. If the case is in Division Three, omit this reference. [↑](#footnote-ref-1)