

IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA

IN AND FOR THE _____ APPELLATE DISTRICT

PEOPLE OF THE STATE OF CALIFORNIA,

Plaintiff and Respondent,

Cxxxxxx

v.

xxxxx County
Superior Court

JOHN/MARY DOE,

No. xxxxx

Defendant and Appellant.

REQUEST FOR TRAVEL
EXPENSES

TO THE HONORABLE [__NAME__], PRESIDING JUSTICE, AND TO THE HONORABLE ASSOCIATE JUSTICES OF THE COURT OF APPEAL OF THE STATE OF CALIFORNIA, XXXXX APPELLATE DISTRICT:

I, [ATTORNEY'S NAME], am appointed to represent appellant [JOHN/MARY DOE] on the above entitled appeal. I respectfully request authorization for travel expenses, travel time for a round trip between [your office address] and [where you are going], and above normal client communication time. I estimate that the total distance is ___ miles and the travel time is approximately ___ hours. I expect that my interview with my client to take approximately ___ hours.

[Give your reasons for travel in as general terms as possible such that you do not breach any attorney client privilege or hurt your client, yet satisfy necessity for the trip in relationship to an appellate issue or concern, e.g.: In preparing the appeal, I have determined that it is imperative that I speak with my client before I can properly proceed

with the appeal. I have attempted to communicate with my client in writing and by phone, but have found the results unsatisfactory because he will not accept legal mail and he will not accept attorney phone calls.]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

Respectfully submitted,

[YOUR NAME]

Address / telephone

Attorney for Appellant

{SAMPLE REQUEST FOR TRAVEL. THIS REQUEST IS EX PARTE AND NO PROOF OF SERVICE ON THE ATTORNEY GENERAL IS REQUIRED. IF YOU FEEL THAT THE SPECIFICITY OF YOUR REQUEST SHOULD NOT BE IN THE PUBLIC RECORD, YOU MAY WELL BE ADVISED TO REQUEST THAT THE COURT SEAL THE REQUEST ALTHOUGH THE COURT IS NOT REQUIRED TO DO SO AND MAY DENY SEALING.}