



Welcome Packet for New CCAP Panel Attorneys

TO: New Panel Attorney
FROM: Laurel Thorpe, Deputy Director

Welcome to the CCAP panel!

This memo is designed to assist you in understanding the resources available to you as a member of our panel and our expectations that you will regularly use those resources to expand your appellate practice skills and stay current. As you move forward in your appellate career, the level of assistance that you receive from a CCAP "buddy" staff attorney with your cases will be much more limited in scope and you will be expected by then to know the fundamentals. Now is the time to start building a solid foundation of knowledge about appellate practice so you know where to find information on your own, and when to call your buddy for further advice.

Use the CCAP website: We highly recommend that you become familiar with and regularly use our web site at: www.capcentral.org Our site has many articles and practice tips essential to understanding nuances of appointed-counsel work in the Third and Fifth Districts. We view the site as a valuable means of delivering quality information and assistance to panel attorneys, and we want it to be one of your first stops when seeking answers. To get started, attached is a handy list of essential pieces of information and policies that we feel you should review immediately.

Even if you are on another panel, or use another project's web site, the CCAP web site offers tips and preferences for the Third and the Fifth District Court of Appeal. Because there are distinct procedural differences between the various Courts of Appeal, do not assume that the advisements, procedures, or tactics suggested for one court are necessarily statewide; always consult the assigned project for the court in question. Finally, many times a question that a new panel attorney may have can be quickly answered by consulting the information on our site, rather than the staff attorney. The more familiar and comfortable you become with our site, the more answers you will find at your fingertips.

Stay in contact with us: Email is our immediate source for distributing panel and court-related announcements, tips and other panel-related information. In other words, it is appointed counsel's lifeline to what CCAP panel attorneys need to know. For this reason, when joining our panel, we require counsel to not only register for our web site, but also to elect registration for receiving panel "eNews" – our panel-related email announcements.

Important panel updates: If you do not periodically receive Panel eNews from CCAP via your email, please contact me. The most common reasons for not receiving panel announcements are either an out-of-date email address, or a high setting on a spam-email filter which blocks the ability to receive the CCAP panel-group emails. Adjusting a setting in your email program may help it to recognize panel email that otherwise looks like "spam" to sensitive filters.

If you have any suggestions for resources or other feedback, please feel free to contact me.

Welcome to the panel and enjoy the resources! — *Laurel Thorpe*, Deputy Director & Resource Administrator

Introduction to links: This list of web-linked resources is what we feel are essential pieces of information and policies that a new – or newly returning – CCAP panel attorney should know immediately. In addition to providing you helpful and relevant content, it will give you the opportunity to become familiar with the array resources we make available online. However, this is by no means a comprehensive list. Over time, we hope your own exploration of our site will reveal other “gems” that you want to keep track of. The site evolves as we discover better ways to present and deliver information to you, as well as an on-going effort to keep it updated. We also view it as a valuable means of delivering quality information and assistance to the panel attorneys, and we want it to be one of your first stops when seeking answers, whether on substantive law or on procedural peculiarities.

Your suggestions and feedback are always gratefully welcomed, and if you discover errors, please bring them to our attention.

THE BASICS FOR NEW PANEL ATTORNEYS

The Efficiency Series:

1. “Setting Up Your Office”
http://www.capcentral.org/resources/basics/source_docs/setting_up_office_guide.pdf
2. “Managing Your Practice”
http://www.capcentral.org/resources/basics/source_docs/managing_practice_guide.pdf
3. “Don’t Spin Your Wheels”
http://www.capcentral.org/resources/basics/source_docs/spinning_your_wheels_guide.pdf
4. “Home Library List”
http://www.capcentral.org/resources/basics/source_docs/home_library_guide.pdf

PROCEDURES, PROCEDURES, PROCEDURES!

Third vs. Fifth Procedural Comparison Chart

<http://www.capcentral.org/procedures/thirdvsfifth.asp>

TrueFiling Resources

<http://www.capcentral.org/procedures/truefiling/index.asp>

Third and Fifth have implemented mandatory e-filing; become familiar with the policies and procedures for e-filing in the Courts of Appeal

“Tips for Happy Clerks” (Third & Fifth Districts)

http://www.capcentral.org/procedures/court_policies/clerk_tips.asp

“Tips for Happy Judicial Attorneys” (Third & Fifth Districts)

http://www.capcentral.org/procedures/brief_writing/attny_tips.asp

PANEL RELATED ITEMS

Meet the CCAP Staff (includes email links)

http://www.capcentral.org/about/a_staff.asp

Panel Attorney Change in Contact Information (address/phone/email/tax ID)

Note: Read all instructions on this webpage. Changes may require different forms be submitted.

http://www.capcentral.org/procedures/case_manag/changeofaddress.asp

The 4 Most Frequently Used Forms:

1) Project and Judicial Council Info Sheet (for change of address)

http://www.capcentral.org/procedures/case_manag/docs/panel_info_sheet.pdf

Please send this form to both CCAP and the JCC

2) CCAP Panel Attorney Email Election Form (for email changes)

http://www.capcentral.org/procedures/case_manag/docs/Panel_email_election_form.pdf

3) IRS W-9 Form (for change in tax ID numbers)

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Please use postal mail for sending this document to the JCC to protect your SS#.

Please do NOT send this form to CCAP; it is for JCC/accounting use only.

4) Direct Deposit Form & FAQ Sheet

<http://www.courts.ca.gov/4201.htm>

Please do NOT send this form to CCAP; it is for JCC/accounting use only, submission address is on the FAQ sheet.

CASE MANAGEMENT & CLIENT MATTERS

"Extensions of Time for Both the Uninitiated & the Rest of Us"

<http://www.capcentral.org/procedures/eot.asp>

Essentials of Dealing With Clients In Prison (review all articles on this topic)

http://www.capcentral.org/procedures/client_matters/index.asp

"Initial Steps in Handling a Criminal Appeal"

http://www.capcentral.org/procedures/case_manag/initialsteps.asp

"Final Steps in the Appellate Process"

http://www.capcentral.org/procedures/case_manag/finalsteps.asp

Sample Generic Client Letters (English, Spanish, and 5 other languages)

Note: English version precedes foreign language translation

<http://www.capcentral.org/resources/language/index.asp>

Sample Generic Client Letters for Dependency Clients

http://www.capcentral.org/juveniles/dependency/dep_client_samples/client_samples_index.asp

Client Information on Filing Petitions for Rehearing/Review (with samples)

Rehearing instructions:

http://www.capcentral.org/procedures/petitions/docs/Prhg_client_instructions_sample_combined.pdf

Review instructions:

http://www.capcentral.org/procedures/petitions/p_review/docs/Prevw_client_instructions_sample_combined.pdf

CLAIMS & COMPENSATION POLICIES

"Preauthorization Procedures"

http://www.capcentral.org/procedures/court_policies/preauthorization_procedures.asp

Preauthorization Limits for CCAP on Interpreters & Travel Expenses

http://www.capcentral.org/claims/tips/preauthorization_expenses.asp

Statewide Guidelines & Travel Rules for Appointed Counsel Compensation

<http://www.capcentral.org/claims/guidelines/statewide.asp>

Panel Claims Manual (policy manual):

http://www.capcentral.org/claims/claims_manual.asp

Line-by-Line Guide (what task goes where on a claim form):

http://www.capcentral.org/claims/tips/line_by_line_guide.asp

"Per Diem Expenses" (tips for understanding State per diem allowances)

http://www.capcentral.org/claims/tips/per_diem.asp

Memorandum on Using & Submitting eClaims

http://www.capcentral.org/claims/using_eclaims_memo.pdf

Direct Deposit Form & FAQ Sheet

<http://www.courts.ca.gov/4201.htm>

Please do NOT send this form to CCAP; it is for JCC/accounting use only

Statewide Policy re Use (and Limitations) of Associate Counsel

http://www.capcentral.org/procedures/case_manag/docs/use_of_assoc_counsel.pdf

BRIEF WRITING & ISSUE SPOTTING SKILLS

"Writing Briefs With Style" (a primer on using proper citation form in state appellate writing) http://www.capcentral.org/procedures/brief_writing/docs/style_article.pdf

Filings & Procedures in No-Issue Cases (criminal, dependency, mental health)

Wende: <http://www.capcentral.org/criminal/wende/index.asp>

Phoenix H.: http://www.capcentral.org/juveniles/dependency/sade_brief/index.asp

Ben C.: http://www.capcentral.org/civil/mental_health/index.asp

Pending Issues in the California and U.S. Supreme Court (useful for issue spotting)
http://www.capcentral.org/high_court/pending.asp

Prop 47 Resources

http://www.capcentral.org/criminal/sentencing/prop47/prop47_cases.asp

Our collection of articles, samples, case summaries and current issues checklist in this quickly expanding area of law since the passage of Proposition 47.