

New Panel Attorney Email Election Form

(Please return this form to CCAP only)

Name: _____ State Bar Number: _____

Directions: Please provide your email choice for each of the three stated purposes. Use only one email for each choice, but you may use up to three separate emails overall.

1) Contact email: Provide an email for CCAP, the Judicial Council of California/Appellate Court Services (JCC/ACS), and for other Court Appointed Counsel (CAC) system contact purposes—essentially contact by CCAP staff, JCC/ACS, and/or other appellate projects. [**Note:** This email address will **not** be disclosed by CCAP to anyone other than JCC/ACS and the CAC system.]

Contact email use:

Note: This form must be completed and returned to CCAP prior to receiving your first appointment.

Email this completed form to:
sfeilzer@capcentral.org

Or fax to: (916) 923-9398

2) eService/eFiling (rule 8.78) email: Provide an email¹ designated for e-service and e-filing with the courts, including the TrueFiling email address to be used for your cases.

For eService/eFiling use:

3) Sign up for CCAP's Panel Announcements: All CCAP panel attorneys are required to sign up to receive CCAP's eNews Panel Announcements at https://www.capcentral.org/resources/enewsletter_signup.asp. CCAP frequently uses Panel Announcements to alert counsel to important panel information (case law, policy changes, new procedures, etc.). Subscribing to CCAP's other eNewsletters is optional. However, panel attorneys are encouraged to subscribe to any other CCAP eNewsletter that may be relevant to their practice (for example, the Breaking News announcements and the Criminal or Dependency Case Summaries). [**Note:** This email address will **not** be disclosed by CCAP to third parties but is essential for all panel-related announcements.]

¹ Counsel is required to submit to the court a notice of change of email address anytime your e-service email address changes; serve CCAP and the parties. (See Cal. Rules of Court, rule 8.78(d).) For instructions on submitting a notice of change of email address to the Third and Fifth Districts, and for other e-service tips, see our TrueFiling e-service page at: http://www.capcentral.org/procedures/truefiling/eservice_tf.asp