

## Letterhead

DATE

Appeals Clerk  
[NAME OF] County Superior Court  
Criminal Division  
[ADDRESS]  
[ADDRESS]

**Re: Cal. Rules of Court, rule 8.340(b)  
Request for Supplemental Record on Appeal**

Case Name:  
Superior Court No.:  
Court of Appeal No.:

I represent [NAME OF APPELLANT] on appeal. In my copy of the record on appeal, the following items normally a part of the record on appeal, are missing:

[LIST MISSING ITEMS IN DETAIL. **FOR REPORTER'S TRANSCRIPT SHOW THE CT CITE, THE DATE, THE JUDGE'S NAME AND THE REPORTER'S NAME; FOR CLERK'S TRANSCRIPT ITEMS LIST PAGE AND DATE AND DESCRIBE ITEM]**

Please send one copy of the missing items to the Court of Appeal with copies to appellate counsel. Thank you in advance for your assistance in this matter.

YOUR SALUTATION

YOUR NAME and SBN

**Proof of Service:** 1) Appellant, 2) AG, 3) DCA Clerk, 4) CCAP

**DUE DATES & USE NOTE:**

SENDING A COPY OF THIS NOTICE TO EITHER THE THIRD OR FIFTH DCA TOLLS THE AOB DUE DATE AND NO EOT IS NECESSARY.

THESE COURTS DIVERGE, HOWEVER IN PRACTICE IF ANOTHER DUE DATE IS PENDING. IN THE THIRD, IF THE REPLY BRIEF IS DUE, THIS NOTICE DOES NOT TOLL THE REPLY DUE DATE & AN EOT MUST BE FILED IF THE DEADLINE WILL NOT BE MET. IN THE FIFTH, IF EITHER A RESPONDENT'S BRIEF OR APPELLANT'S REPLY BRIEF IS DUE, THIS NOTICE DOES NOT TOLL THOSE DUE DATES & AN EOT MUST BE FILED.