

Reminders:

1 – The oral argument waiver/confirmation form is to be returned **on or before** 12 days from the date the tentative is mailed. Many waivers have been sent to the court **late**. While it is good to file waivers, when the form is not timely sent to the court the case is deemed waived without the waiver. The late waiver requests are not needed.

2 – Extension requests: Please remember the court needs an addressed stamped envelope for all counsel... all appointed counsel (appellant's / respondent's counsel) as well as either the Attorney General or the District Attorney or both **if** both are counsel of record on a particular case. If there are multiple defendants, envelopes are needed for each attorney. No envelope is needed for the defendant(s).

3 – Again, 32.1 requests should be sent to the **appellate department of the superior court**, not to the branch of the superior court where the case originated. Recently, another case was delayed as counsel sent the 32.1 letter to Fontana. The letter was placed in a file and never forwarded to the appellate department in San Bernardino. Counsel needed an additional extension as the "normal record" was not complete within the 30 days because counsel sent her request to the branch court not the appellate department.
Anything pertaining to the appeal should be sent to:

Superior Court Clerk San Bernardino County 401 N. Arrowhead Ave. San Bernardino CA 92415	or	Superior Court Clerk Riverside County P. O. Box 431 - Appeals Riverside CA 92502	or	Superior Court Clerk Inyo County-Appeals 168 Edwards Street P.O. Box Drawer U Independence CA 93526
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4 – Stapling briefs on the left margin is an acceptable way of binding the brief. Many stapled briefs are sent with only the staples on the back side of the brief covered with tape. Neither the bound edge nor the top portion of the staples are covered but should be as rule 14(b)(8) states, "The brief must be bound on the left margin. If the brief is stapled, ***the bound edge and staples must be covered with tape.***"