

Attorney Name  
address  
telephone number

date

Notification re Missing Part of Record (Rule 8.340 (b))

Appeals Clerk  
Superior Court  
(address)

Re: *People v.* \_\_\_\_\_  
Superior Court No.:  
Court of Appeal No.:

Parts of the normal record on appeal (Cal. Rules of Court, rule 8.320), as listed on the next page, are missing.

Please transmit one copy of the missing items to the Court of Appeal, and copies to counsel. (Cal. Rules of Court, rule 8.340(b).) Under Court of Appeal policy, items to be included in the clerk's transcript should be completed within ten days of the receipt of this letter; items to be included in the reporter's transcript should be completed within thirty days of receipt of this letter.

Counsel for appellant's copy should be sent directly to counsel for appellant at the following address:

Thank you very much for your attention to this matter.

Sincerely,

Attorney at Law  
State Bar Number

Notification re Missing Part of Record (Rule 8.340 (b))

Re: *People v.* \_\_\_\_\_  
Superior Court No.:  
Court of Appeal No.:

Clerk's Transcript: [describe document, for example, "jury question mentioned by court at R.T p. x" or if missing document was discovered when court file was reviewed, describe or attach a copy, and specify applicable subdivision of rule 8.320(b)]

Reporter's Transcript: [describe record, for example, if portion of the normal record is missing which is evident from the C.T., note date, judge, court reporter, and type of proceeding, and specify applicable subdivision of rule 8.320(c)]

PROOF OF SERVICE