

## Instructions for Filing & Serving an Extension Request Using the JCC Form CR-126 (Criminal), JV-816 (Juvenile Delinquency), or JV-817 (Dependency)

When TrueFiling the extension form, have TrueFiling create the proof of service to avoid filing multiple documents. The fee charged for this service is compensable.

Under **Filing Option**, select “File & Serve,” which will bring up this screen:

Create New Bundle for The People v. Alvin Conway

**Important Notification for Service Recipients**

Please be advised service recipients who are not parties to the appeal may appear on the service list below. When using TrueFiling as your process server, carefully review the listed service recipients, especially with re to serving confidential material.

**Bundle Name\*** E067624-20170511-1976

**Filing Attorney\*** Lynelle Hee (167034)

**Filing Option\*** File & Serve

**Client Matter Number\***

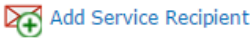
Client Matter Number is required by the Firm.

**Service Recipients**

**Firm: Appellate Defenders, Inc.**

**Attorneys**

<input type="checkbox"/> Include?	ADI Eservice (555ADI) eservice-court@adi-sandiego.com	555 W. Beech St., Suite 300 San Diego, CA 92101	e-Service
<input type="checkbox"/> Include?	Lynelle Hee (167034) lkh@adi-sandiego.com		e-Service

 Add Service Recipient

To add additional Service Recipients, click “Add Service Recipient.” In the next screen, The Service Recipient will be listed under “Additional Service Recipients”. On the right hand dropdown box, indicate the type of service.

- If you select “e-Service,” TrueFiling will email a copy at the email address provided.
- If you select “Mail,” TrueFiling will indicate a copy was mailed. *BUT: You must do the mailing yourself; TrueFiling will not mail a hard copy to the service recipient.*