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| Parts in blue print are instructions to user, not to be included in filed document unless so noted. [Parts and references in green font, if any, refer to juvenile proceedings. See Practice Note, this web page, for guidance in adapting forms to juvenile cases.]  **PRACTICE TIPS**  See [ADI April 10, 2012, news alert](http://www.adi-sandiego.com/news_alerts/pdfs/2012/APRIL_2012_ADI_NEWS_ALERT.pdf) for procedure when there is no opportunity to obtain pre-approval.  Policies for the use of associate counsel are set out in chapter 1, § 1.79 et seq. of the [ADI Manual](http://www.adi-sandiego.com/panel/pdf_manual/Chapter_1_Basic_Information.pdf). Oral argument is the topic of chapter 6 of the Manual.  Policies and practices of the various divisions of the Fourth District are reviewed on the ADI website at <http://www.adi-sandiego.com/practice/fourth_dist.asp> under “Oral Argument.”  Resources for oral argument in the California Supreme Court are reviewed on the ADI website the [Supreme Court practice](http://www.adi-sandiego.com/practice/supreme_court_pract.asp) page. Consult the district [appellate project](http://www.adi-sandiego.com/panel/ca_legal_projects.asp) or the [court website](http://www.courts.ca.gov/courtsofappeal.htm) for information about argument in Courts of Appeal other than the Fourth. |

*[Letterhead]*

*[Date]*

Mr./Ms. *[clerk’s name]*

Clerk of the Court/Chief Administrator

Court of Appeal, Fourth Appellate District, Division *[One / Two / Three]*

*[Address]*

Re: *People v. [client’s name]* */* *In re [client’s first name, last initial]*

Request for Permission to Use Associate Counsel for Oral Argument

Court of Appeal No. *[number]*

Dear Mr./Ms. *[clerk’s name]*:

I am appointed to represent *[client’s name]* on this appeal. I request the court’s permission to use associate counsel, *[associate counsel’s name and California State Bar No.]*, for oral argument scheduled for *[date]*. Associate counsel is needed for oral argument because *[give reasons appointed counsel will not be able to appear]*.

Associate counsel will be adequately prepared for oral argument. *[He / she]* will be familiar with the record and briefing and all issues. *[He / she]* is qualified to handle this case because *[briefly state his / her qualifications].* ADI has been consulted and has approved the use of associate counsel.

Sincerely,

*[Attorney’s name]*

State Bar No. *[number]*

Attorney for Defendant *[name]*

**PROOF OF SERVICE**