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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 tip:** Division 1 and Division 2 permit counsel to specify remote oral argument on the oral argument request form. **This sample letter is for use in Division 3.** There, the presiding justice will grant a request to appear remotely only in extraordinary cases. There is no list of what constitutes an extraordinary case. |

*[Letterhead]*

*[Date]*

[Mr./Ms.] *[clerk’s name]*

Clerk of the Court

Court of Appeal, Fourth Appellate District, Division Three

[601 W. Santa Ana Blvd.  
Santa Ana, CA 92701](https://maps.google.com/?q=601+W.+Santa+Ana+Blvd.+Santa+Ana%2C+California+92701)

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

Superior Court No. *[number]*

Court of Appeal No. *[number]*

Request to Appear Remotely for Oral Argument Due to Extraordinary Circumstances

Dear[Mr. / Ms.] *[clerk’s name]*:

Please forward this letter to the court. I am the appointed counsel for appellant, *[client’s name]*. Oral argument is currently scheduled for *[date and time of oral argument]*. I request permission to appear remotely for oral argument based on the following extraordinary circumstances.

*[Explanation of extraordinary circumstances, including when they arose and why they require counsel to appear remotely.]*

Alternatively, I request that oral argument be scheduled for a later date, no earlier than *[date]*.

Respectfully submitted,

*[Attorney’s name]*

State Bar No. *[number]*

Attorney for Appellant *[client’s name]*

**PROOF OF SERVICE**