

## **PRELIMINARY STEPS FOR TAKING AN APPEAL AND PERFECTING THE RECORD IN CIVIL CASES**

(All rule references are to the California Rules of Court.)

The following information has been prepared to assist counsel in avoiding common mistakes in processing an appeal.<sup>1</sup> This is NOT AN OFFICIAL COURT DOCUMENT and is not intended to be relied upon as a substitute for the relevant statutes and rules. The purpose of this document is to serve as a reference to important statutes and rules that might affect an appeal to which you are a party. It is not designed as an exhaustive treatment of the subjects touched upon.

For answers to specific questions, the following reference guides provide helpful information regarding appellate practice and procedure: (1) The California Court of Appeal, *Step by Step* (accessible at <http://www.courts.ca.gov/8676.htm>); (2) California Civil Appellate Practice (Cont.Ed.Bar 3d ed. 2008); (3) Eisenberg, et al., California Practice Guide: Civil Appeals and Writs (The Rutter Group 2013); and (4) 9 Witkin, California Procedure (5th ed. 2010) Appeal.

The notice of appeal, designation, and certification of the record on appeal are governed by California Rules of Court, rules 8.100 through 8.155 and 8.224. Compliance with these rules is required to perfect an appeal and the record on appeal.

Any party interested in retaining or associating special appellate counsel for its appeal may contact the Lawyer Referral and Information Service of the San Diego County Bar Association, which maintains a list of experienced appellate attorneys, at (619) 231-8585.

### **I. TAKING AN APPEAL**

- A. The Need for an Appealable Order or Judgment: Appeal remedies are statutory; only certain orders or judgments may be appealed. Before filing a notice of appeal, it is important to ascertain whether the appeal is being taken from an appealable order or judgment. (See, e.g., Code Civ. Proc., § 904.1; other statutes make other orders directly appealable.) If an order or judgment is not immediately appealable, it may nonetheless be subject to review by a petition for a writ of mandate.

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<sup>1</sup> This informational handout provides a non-exhaustive summary of the appellate procedures for taking an appeal and perfecting the record in civil appeals in the California Court of Appeal, Fourth Appellate District, Division One. Please consult the California Rules of Court to process your appeal properly. Information relating to procedures after an appeal is filed and the record has been prepared is available at [http://www.courts.ca.gov/documents/basic\\_app\\_proc.pdf](http://www.courts.ca.gov/documents/basic_app_proc.pdf).

B. The Notice of Appeal (Rule 8.100(a)):

1. Content of the notice of appeal: Although no particular format is required for a notice of appeal, the Judicial Council has a form (APP-002, which can be found at <http://www.courts.ca.gov/forms.htm?filter=APP>) that may be used. Judicial Council Form APP-001 provides guidance for filling out the form notice.

At a minimum, the notice of appeal should identify the judgment or order being appealed and include the name of the appellant, the court where the proceedings took place, the case number, and similar relevant information. (Rule 8.100(a)(2).) The notice of appeal must be signed by the appellant or the appellant's attorney. (Rule 8.100(a)(1).)

2. Filing the notice of appeal (Rules 8.104, 8.108):

- a. Time to file: The time in which to file a notice of appeal is set by rule and is *jurisdictional*. Except as provided in rule 8.66 (which extends the time for filing due to public emergency), the Court of Appeal has no power to relieve a party from a failure to comply with rules 8.104 and 8.108 and must dismiss an appeal that is untimely thereunder. (Rules 8.104(b), 8.60(d).)

Normally, the time for filing a notice of appeal is the shorter of: (1) 60 days after the superior court clerk serves the party filing the notice of appeal with notice of entry of judgment or a file-stamped copy of the judgment, showing the date either was served; (2) 60 days after service of notice of entry of judgment or appealable order; or (3) 180 days after entry of the judgment or appealable order. (Rule 8.104(a)(1).) However, many circumstances can complicate this formula.

The appellant should carefully review rules 8.104 and 8.108 and case law to assure that the notice of appeal is timely. Rule 8.108 operates to extend (but will not shorten) the time to appeal otherwise prescribed in rule 8.104(a)(1) under certain circumstances; thus, if the normal time to appeal stated in rule 8.104(a)(1) is longer than the time provided in rule 8.108, the time to appeal stated in rule 8.104(a)(1) governs. (Rule 8.108(a).)

- b. Place to file: The appeals section of the superior court is responsible for processing the notice of appeal; thus, the notice of appeal should be filed in the superior court that rendered the judgment or order from which the appeal is being taken. (Rule 8.100(a).) Notices of appeal from the San Diego Superior Court's Central, East County and South

County Divisions should be filed with the appeals section of the downtown superior court facility, while notices of appeal from the North County Division must be filed in that court, which is in Vista. Notices of appeal and other relevant appellate pleadings for Imperial County cases should be filed for processing in the superior court in El Centro. The complete addresses and telephone numbers for these courts appear in section VII., below.

3. Service of the notice of appeal (Rule 8.100(a)(1)):

The appellant or the appellant's attorney must sign the notice and serve it on the other parties. (Rules 8.100(a)(1), 8.25(a)(1).) A failure to serve the notice of appeal does not prevent its filing or affect its validity, although the court may require the appellant to remedy the failure. (Rule 8.100(a)(3).) The superior court clerk gives notice of the filing to the parties and the reviewing court. (Rule 8.100(e)(1)-(3)). If a notice of appeal is combined with a designation of the clerk's transcript, an election to proceed by appendix, and/or a designation of the reporter's transcript, any designation or election also must be served on all parties. (Rules 8.121(a), 8.25(a)(1); see generally rules 8.120, 8.122, 8.124 & 8.130.)

- C. Required Filing Fee (Rule 8.100(b), (c)): A notice of appeal delivered to the superior court must be accompanied by a \$775 filing fee, payable by check or money order made to the "Clerk, Court of Appeal". (Rule 8.100(b)(1).) If the appellant is indigent, payment of the filing fee may be excused upon application under rule 8.26. (Rule 8.100(b)(2).) Information regarding the fee waiver process can be found at <http://www.courts.ca.gov/app015info.pdf>. The appellant's failure to either pay the filing fee or obtain a waiver of the fee may result in the dismissal of the appeal. (Rule 8.100(c) & (d).)
- D. Deposit for the Clerk's Transcript (Gov. Code, § 68926.1): Subject to the exception described below, at the time the notice of appeal is filed, the appellant must also make a \$100 *non-refundable* deposit (made by separate check payable to the "Clerk of the Superior Court"). (Rule 8.100(b)(2).) The deposit is not required for appeals from the San Diego County Superior Court, however, if the notice of appeal contains an election to proceed by appendix under rule 8.124.<sup>2</sup> When the deposit is required, the appellant's failure to pay it may result in the dismissal of the appeal. (Rule 8.100(d).)

## II. THE RECORD ON APPEAL

- A. Normal Record on Appeal (Rule 8.120): The appeals section of the superior court is responsible for processing the notice of appeal, preparing

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<sup>2</sup> Other counties may still require this fee.

the record on appeal, and certifying the record to the Court of Appeal. However, the appellant bears the burden of designating a record that the court will need to review to resolve the issues the appellant plans to raise. (*Gee v. American Realty & Construction, Inc.* (2002) 99 Cal.App.4th 1412, 1416 [an appellant has the burden of overcoming the appellate presumption that the challenged judgment or order is correct and providing an adequate record to demonstrate the alleged errors].) The normal record on appeal in a civil case generally contains the record of the written documents and the oral proceedings. (Rule 8.120.)

1. Written documents: A record of the written documents may be in the form of a clerk's transcript (see rule 8.122), an appendix (see rule 8.124), the original superior court file (only where the parties so stipulate and unless the Court of Appeal orders otherwise for the particular case) (see rule 8.128), an agreed statement (see rule 8.134(a)(2)), or a settled statement (see rule 8.137). (Rule 8.120(a)(1).) If the appellant intends to raise any issue requiring consideration of the record of an administrative proceeding that was admitted in evidence, refused, or lodged in the superior court, the record on appeal must include that administrative record. (Rule 8.120(a)(2).)
2. Oral proceedings: If the appellant intends to raise any issue requiring consideration of the testimony and other oral proceedings in the superior court, the record on appeal should include a record of these proceedings in the form of a reporter's transcript (see rule 8.130), an agreed statement (see rule 8.134), or a settled statement (see rule 8.137). (Rule 8.120(b).) The failure to include a record of the oral proceedings in the designation of the record may effectively prevent the court from entertaining certain challenges the appellant attempts to raise. (E.g., *Estate of Fain* (1999) 75 Cal.App.4th 973, 992 [without a record of the relevant oral proceedings, the appellant may not be able to meet its burden on appeal to establish that the evidence was insufficient to support the judgment or order].)

B. Appellant's Designation of the Record on Appeal:

1. Time to file the designation: Within 10 days of filing the notice of appeal, the appellant must serve on the parties and file in the superior court a notice designating the record on appeal. (Rule 8.121(a).) The notice designating the record may be combined with the notice of appeal. (Rule 8.121(a).) It must specify the date the notice of appeal was filed. (Rule 8.121(b)(2).)
2. Specifying the form of the written documents: The notice designating the record must specify the form of the record of the written documents the appellant is electing to use (see § II.A. above for a description of the options). If the appellant is electing to use a clerk's transcript, the notice must designate the documents required

to be included in the clerk's transcript under rule 8.122(b)(1) and any administrative record that needs to be transmitted to the reviewing court under rule 8.123 (rule 8.121(b)(2)). (See § II.C., below.)

3. Specifying the form of the oral proceedings, if desired: The notice must also specify whether the appellant is electing to proceed with or without a record of the trial court oral proceedings. If the appellant intends to include a record of the trial court oral proceedings, the notice must specify which form of the record listed in rule 8.120(b) the appellant elects to use (again see § II.A. above). *If the appellant is electing to use a reporter's transcript*, the notice must designate the proceedings to be included in the transcript. (Rule 8.130(a).) (See § II.D., below.)

C. Designating the Contents of the Clerk's Transcript (Rule 8.122):

1. Content of the designation: Pursuant to rule 8.122(a)(1) and local superior court practice, a party requesting a clerk's transcript under rule 8.121 must list each requested document by title, accurate description and date of filing with the superior court. A designation that fails to provide these details will be returned, which may cause a default under rule 8.140(a). A designation may specify that portions of identified documents (e.g., specific pages or exhibits that are duplicated elsewhere in the record) be omitted from the record. (Rule 8.122(a)(1).)
2. Respondent's designation: Within 10 days after service of the appellant's notice of designation of the clerk's transcript, the respondent may serve and file a notice in superior court designating any additional documents the respondent wants included in the transcript. (Rule 8.122(a)(2).)
3. Content of the clerk's transcript: The required and permissible contents of a clerk's transcript are listed in rule 8.122(b).

D. Designating the Reporter's Transcript and Making the Required Deposit (Rule 8.130):

1. Content of the designation: If the appellant's notice designating the record on appeal elects to use a reporter's transcript, it must specify the date of each proceeding to be included in the transcript; it may also identify portions of designated proceedings that are not to be included. (Rule 8.130(a)(1).) The notice must identify any proceeding for which a certified transcript has been prepared. (Rule 8.130(a)(1).) Local superior court practice requires that the notice also set forth the name of the court reporter, the number of the department in which the proceedings took place and the nature of the proceedings reported. If the designation does not specify the

proceeding by date, it will be returned, which may cause a default. (Rule 8.140(a), (b).)

**If less than all of the testimony is designated for inclusion in the record**, the notice must specify the points to be raised on appeal. (Rule 8.130(a)(2).) In that circumstance, the appeal will be limited to those points unless, on motion, the reviewing court permits otherwise. (Rule 8.130(a)(2).) A party cannot exclude portions of a witness's testimony unless the parties so stipulate. (Rule 8.130(e)(2).)

2. Service of the designation and required deposit: Except when a party submits a certified transcript that contains all the designated proceedings under rule 8.130(b)(3)(C), any notice of designation must be served on each known reporter of the relevant proceedings. (Rule 8.130(a)(5).) Except as provided below, the designation must be accompanied by a \$50 deposit to the superior court and a deposit of the approximate cost of the transcript (as estimated by the reporter in writing or in the amount of \$325 for proceedings of three hours or less or \$650 per day for proceedings of over three hours) and a notice of deposit. (Rule 8.130(b)(1)(B)(i).) For proceedings that have previously been transcribed: \$80 per fraction of the day's proceeding that did not exceed three hours, or \$160 per day or fraction that exceeded three hours. (Rule 8.130(b)(1)(B)(ii).) In lieu of a deposit, a party may substitute a reporter's written waiver of the deposit, a copy of a Transcript Reimbursement Fund application filed under rule 8.130(c)(1), or a certified transcript of the designated proceedings. (Rule 8.130(b)(3).) Where the reporter waives the deposit for, and the party provides a certified transcript of, a part of the designated proceedings, the waiver or transcript replaces the deposit for only that part of the proceedings. (Rule 8.130(b)(3).)
3. Respondent's designation and deposit: Within 10 days of service of the appellant's notice designating a reporter's transcript, the respondent may designate any additional oral proceedings to be included in the transcript. (Rule 8.130(a)(3).) If the respondent orders transcripts not ordered by the appellant, the respondent must deposit the approximate cost of preparing those additional portions of the transcript. (Rule 8.130(b)(1), (3).)
4. Reviewing court order for a transcript of oral proceedings: If the appellant does not order a transcript of any oral proceeding, the respondent cannot order a transcript. However, the reviewing court, on its own motion or on motion by the respondent, may order the record augmented to include the reporter's transcript to prevent a miscarriage of justice. Unless the court otherwise orders, the appellant is responsible for the cost of any reporter's transcript it orders to augment the record. (Rule 8.130(a)(4).)

5. Transcripts in computer-readable format on request: On request, the reporter must provide any party with a copy of the reporter's transcript in a computer-readable format, unless the superior court orders otherwise. (Rule 8.130(f)(4).) Costs and procedures are set out in Code of Civil Procedure section 269, subdivision (a)(1), and Government Code sections 69950 and 69954.

E. Election to Proceed by Appendix:

1. Election by appellant or respondent: If the appellant's notice designating the record on appeal elects to use an appendix under rule 8.124, or if within 10 days after the notice of appeal is filed, the respondent serves and files a notice in the superior court electing to use an appendix and no waiver of the fee for a clerk's transcript is granted to the appellant, rule 8.124 governs, unless the superior court orders otherwise on a motion served and filed within 10 days after the notice of election is served. (Rule 8.124(a)(1).) Documents to be included in the appendix need not be enumerated in the election.
2. Contents of the appendix: The required and permissible contents of an appendix are listed in rule 8.124(b). An appendix must not include documents or portions thereof that are not necessary for proper consideration of the issues raised in the appeal. (Rule 8.124(b)(3)(A).) Also, it must not include transcripts of oral proceedings that may be made part of the reporter's transcript under rule 8.130. (Rule 8.124(b)(3)(B).)
3. Service and filing of the appendix: A joint appendix or an appellant's appendix must be served and filed with the appellant's opening brief. (Rule 8.124(e)(2).) Any respondent's appendix must be served and filed with the respondent's brief and any appellant's reply appendix must be served and filed with the appellant's reply brief. (Rule 8.124(e)(3), (4).)

F. Exhibits, Depositions, and Administrative Proceeding Transcripts:

1. Exhibits are part of the record: All exhibits (whether admitted, refused or lodged) are deemed part of the record on appeal, even those that are not designated by the parties for inclusion. (Rules 8.122(a)(3), 8.124(b)(4).)
2. Exhibits in the clerk's transcript: A party wanting a particular exhibit to be included in the clerk's transcript must specify that exhibit by number or letter in its notice of designation. If the superior court has returned a designated exhibit to a party, the party in possession of that exhibit must deliver it to the superior court clerk within 10 days after the notice designating the exhibit is served. (Rule 8.122(a)(3).)

3. Including an exhibit held by another party: Rule 8.124(c) outlines the process to be followed by a party preparing an appendix who wants it to include an exhibit in the possession of another party.
4. Designating original exhibits not in the clerk's transcript or appendix: A party who wants the Court of Appeal to consider original exhibits that were admitted in evidence, refused or lodged, but not copied into the clerk's transcript or an appendix, must serve and file a notice in superior court designating such exhibits within 10 days after the last respondent's brief is filed or could have been filed under rule 8.212. (Rule 8.224(a)(1).) Within 10 days of that notice, any other party who wants the Court of Appeal to consider additional exhibits must serve and file a like notice in the superior court designating such exhibits. (Rule 8.224(a)(2).) These designation notices must be served on the Court of Appeal. (Rule 8.224(a)(3).)

Within 20 days of the first designation notice, the superior court clerk must send the exhibits it possesses to the Court of Appeal. (Rule 8.224(b)(1).) Any party possessing designated exhibits returned to it by the superior court must put them into numerical or alphabetical order and forward them to the Court of Appeal with two copies of the list of exhibits sent. (Rule 8.224(b)(2).)

5. Depositions: Depositions cannot be copied into the clerk's transcript, nor can the originals be transmitted by the clerk to the Court of Appeal, except by stipulation or order of the reviewing court. (Rule 8.122(b)(4)(A).) Portions of depositions read in open court and reported, regardless of whether received into evidence, will be included in the reporter's transcript if designated.
6. Administrative records: Rule 8.123 applies if the record of an administrative proceeding was admitted in evidence, refused, or lodged in the superior court. (Rule 8.123(a).) Such an administrative proceeding transcript cannot be included in the clerk's transcript, but must instead be transmitted to or lodged with the reviewing court under rule 8.123(c) or (d), unless the reviewing court orders or the parties stipulate otherwise. (Rule 8.122(b)(4)(B).)

G. Who Pays the Cost of the Record:

1. Clerk's transcript: The appellant pays the entire cost of the clerk's transcript, even when respondent has designated additional documents to be included in the transcript. When the clerk's transcript is complete, the appellant receives a copy and the original is forwarded to the Court of Appeal. (Rules 8.122(c)(1), (3), 8.122(d)(1) & 8.150(a).)



2. Reporter's transcript: As discussed above, each party pays for the portion of the reporter's transcript that it designates. When the transcript is complete, the appellant receives a copy and the original is forwarded to the Court of Appeal. (Rules 8.130(b), (f) & 8.150(a).)
  3. Multiple appeals: If more than one appeal is taken from the same judgment or a related order, only one appellate record need be prepared. Such record must be filed within the time permitted for filing the record in the latest appeal. Unless otherwise agreed by the appellants or ordered by the superior court, separately represented appellants equally share the cost of preparing an original record for the Court of Appeal and each is entitled to a copy. (Rule 8.147(a)(1), (2).)
- H. Respondent's Copy of the Record: The respondent does not automatically receive a copy of the record, but must promptly request a copy of a clerk's or reporter's transcript, if desired. The superior court clerk is required to give each party notice of the estimated cost to prepare a copy of the clerk's transcript for that party's use. (Rule 8.122(c)(1)(B).)
- I. Lending the Record: A party that does not procure its own copy of the record may borrow the other party's copy by notifying the other party in writing not more than 20 days after the record is filed in the Court of Appeal. (Rule 8.153(a).)

### III. CORRECTION OF THE RECORD ON APPEAL

- A. Corrections Made in the Court of Appeal: By the court's own motion, a party's motion or a stipulation, the Court of Appeal may order the correction or certification of any part of the record. (Rule 8.155(c)(1).) Also, it may order the superior court to settle disputes regarding omissions or errors in the record. (Rule 8.155(c)(2).) However, where a clerk or reporter omits a required or designated part of the record, a party may serve and file a notice in superior court specifying the omitted material and requesting that it be prepared, certified and forwarded to the Court of Appeal. The party must serve a copy of that notice on the Court of Appeal. (Rule 8.155(b)(1).)
- B. Requests to Augment the Record: At any time, the Court of Appeal, on its own motion or that of a party, may order the record augmented to include any document filed or lodged in the case in the superior court or a certified transcript, or an agreed or settled statement, of oral proceedings not designated under rule 8.130. (Rule 8.155(a)(1).) Any party moving to augment the record must attach a copy of the matter to be added, unless unavailable. The pages of the attachment must be consecutively numbered, beginning with the number one. Where a copy of the matter to be added is unavailable, the party must identify it with specificity as required under rules 8.122 and 8.130. (Rule 8.155(a)(2), (3).) Unless the court orders

otherwise, the appellant is responsible for the cost of any additional transcript the court may order. (Rule 8.155(a)(1)(B).)

#### IV. FILING OF THE RECORD ON APPEAL

- A. Certification and Transmittal: Once the record on appeal is complete, the superior court clerk certifies the original and transmits it to the Court of Appeal. (Rule 8.150(a).)
- B. Corrections after Certification: After the record is certified, any further matters involving the record, except clerk or reporter omissions (see rule 8.155(b)(1)) and corrections of clerical error, must be filed with the clerk's office for the Court of Appeal, Fourth Appellate District, Division One.
- C. The filing of the record triggers the time for filing opening briefs. (Rule 8.212(a).)

#### V. CIVIL CASE INFORMATION STATEMENT

- A. Form of Statement: An appellant or cross-appellant must serve and file in the Court of Appeal a Civil Case Information Statement (Judicial Council form APP-004) within 15 days after the superior court clerk mails the notification of filing of the notice of appeal required by rule 8.100(e)(1). (Rule 8.100(g)(1).) A copy of the judgment or appealed order showing the date it was entered must be attached to the completed statement. (Rule 8.100(g)(1).) To comply with this requirement, the court requests that the copy of the appealed judgment or order be signed and dated. The statement requires the appealing party to attach a list of all parties and their attorneys of record who will participate in the appeal. The filing of the statement is required in all civil cases except appeals from juvenile dependency proceedings.
- B. Failure to File: If an appealing party fails to timely file a Civil Case Information Statement, the Court of Appeal clerk will notify the party by mail that the statement must be filed within 15 days after the clerk's notice is mailed and that if the appealing party fails to comply, the court may impose monetary sanctions or dismiss the appeal. (Rule 8.100(g)(2).)

#### VI. CERTIFICATE OF INTERESTED ENTITIES OR PERSONS

- A. Requirement for Certificate: In appeals in civil cases other than family, juvenile, guardianship, and conservatorship cases, each party is required to file a certificate of interested entities or persons. (Rule 8.208(b).) An optional version of the certificate is available at <http://www.courts.ca.gov/documents/app008.pdf>.
  - 1. Purpose: The certificate provides justices of the Court of Appeal with additional information to help them determine whether they must disqualify themselves from a particular proceeding in

accordance with the California Code of Judicial Ethics. (Rule 8.208(a).)

2. Signature: The certificate must be signed by appellate counsel or, if none, by the unrepresented party.
- B. When to File: Except as otherwise provided in rule 8.208, if a party files a motion, an application, or an opposition to such motion or application in the Court of Appeal before filing its principal brief, the party must serve and file its certificate at the time it files the first such motion, application, or opposition and must include a copy of this certificate in its principal brief. If no motion, application, or opposition to such motion or application is filed before the parties file their principal briefs, each party must include its certificate in its principal brief after the cover and before the tables. (Rule 8.208(d)(1).)
- C. Filing Certificate under Seal: If the identity of any party has not been publicly disclosed in the proceedings, the party may serve and file an application for permission to file its certificate under seal rather than as part of its principal brief, motion, application, or opposition. (Rule 8.208(d)(2).)
- D. Failure to File: If a party fails to file a certificate, the clerk must notify it by mail that it must file the certificate within 15 days after the clerk's notice is mailed and that if it fails to comply, the court may strike the document or dismiss the appeal if the party is the appellant, or strike the document or decide the appeal on the record, the opening brief, and any oral argument by the appellant if the party is the respondent. (Rule 8.208(d)(3).)
- E. Contents of Certificate: If an entity is a party, that party's certificate must list any other entity or person that the party knows has an ownership interest of 10 percent or more in the party. (Rule 8.208(e)(1).) If a party knows of any person or entity, other than the parties themselves, that has a financial or other interest in the outcome of the proceeding that the party reasonably believes the justices should consider in determining whether to disqualify themselves, the party's certificate must list that entity or person and identify the nature of the interest of the person or entity. (Rule 8.208(e)(2).)
- F. Obligation to Update: Upon learning of changed or additional information that must be disclosed under rule 8.208(e), a party must promptly serve and file a supplemental certificate in the Court of Appeal. (Rule 8.208(f).)

## VII. OBTAINING MORE INFORMATION AND PERTINENT ADDRESSES AND TELEPHONE NUMBERS

- A. Court Website: The Court of Appeal maintains a comprehensive Internet web site containing case information (except on confidential cases), oral argument calendars, opinions (published and unpublished), local rules, frequently asked questions, practices and procedures, biographies of the

court's justices and information regarding its extern program. The web site can be accessed at: <http://www.courts.ca.gov/4dca.htm>. A copy of a handout entitled "Basic Appellate Procedures", which answers frequently asked questions about procedure after the record is filed, is forwarded to all parties after the notice of appeal is filed and the case has been assigned an appellate case number.

B. Pertinent Addresses and Telephone Numbers:

1. For appeals from San Diego Central, East and South County cases:

Clerk, Appeals Section  
San Diego County Superior Court  
Central Division  
P.O. Box 120128  
220 West Broadway, Room 3005  
San Diego, CA 92112-0128  
(619) 450-5348

2. For appeals from San Diego North County cases:

Clerk, Appeals Section  
San Diego County Superior Court  
North County Division  
325 South Melrose Drive, Suite 1000  
Vista, CA 92081-6643  
(760) 201-8794

3. For appeals from Imperial County cases:

Clerk's Office  
Imperial County Superior Court  
939 Main Street  
El Centro, CA 92243  
(760) 482-4225

4. For filings in the Court of Appeal:

Clerk of the Court  
Court of Appeal  
Fourth Appellate District, Division One  
750 B Street, Suite 300  
San Diego, CA 92101-8196  
(619) 744-0760

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