

[date]

Criminal Appeals Clerk  
\_\_\_\_\_ County Superior Court  
[address]

re: *People v.* \_\_\_\_\_, *Superior Court no.* \_\_\_\_\_ (*Court of Appeal no.*  
\_\_\_\_\_ )  
Rule 8.340(b)/First District Local Rule 7(a) Notification

*Under Rule 8.155(b) of the California Rules of Court the missing items below must be sent to counsel within ten days of the filing of this notice.*

Dear Clerk:

I have been appointed by the First District Court of Appeal to represent \_\_\_\_\_ in his/her appeal from a judgment/order entered \_\_\_\_\_. My review of the record in this case revealed that the following parts of the normal record on appeal were missing:

1. \_\_\_\_\_ [cite to record indicating existence of item if possible];
2. . . .

Rule 8.320[ ] of the California Rule of Court provides that the \_\_\_\_\_ is part of the normal record on appeal.

*Pursuant to Rule 8.340(b) and Local Rule 7, please transmit one copy of the missing items immediately to the Court of Appeal, and copies to counsel. Counsel for appellant's copy should be sent directly to counsel for appellant at the following address:*

Name of Counsel:  
Address:  
Phone:

Thank you very much for your attention to this matter.

Sincerely,

[attorney's signature]