

[Attorney name
Attorney address
Attorney phone number]

[Date]

Appeals Clerk
[County] County Superior Court
[Address]

Re: Request for Items Omitted from the Record on Appeal
(Cal. Rules of Court, Rule 8.410(a); First District Court of Appeal Local
Rule 4(b))

In re X.Y. [Case Name]
[County] County Superior Court No. [#####]
Court of Appeal No. [#####]

Dear Appeals Clerk:

I represent [Client Name] on appeal [from an order ...]. I am writing to request several items that appear to have been omitted from the record on appeal:

[Rule of Court, rule 8.407 sets forth the normal record on appeal in dependency proceedings. List the items missing from the record and include citations to the record and specific Rules of Court. The following descriptions are provided as examples of items frequently omitted from the record.]

- The reporter's transcript of the afternoon session of the contested Welfare and Institutions Code section 366.26 hearing held on [xx] by the Hon. [xxx], court reporter [xxx]. (See CT [xxx]; see Cal. Rules of Court, rule 8.407(b)(2) ["The reporter's transcript must contain any oral opinion of the court and:... (2) in appeals from an order terminating parental rights under Welfare and Institutions Code section 300 et seq., the oral proceedings at all section 366.26 hearings."].);
- Minute order of the Welfare and Institutions Code section 366.26 hearing held on [xx]. (CT [xx]; see Cal. Rules of Court, rule 8.407(a)(3) [normal record includes "all court minutes"].)

Pursuant to rule 8.410(a) of the California Rules of Court, please send one copy of the missing items to the Court of Appeal with copies to appellate counsel and any other parties required under the rule.

Thank you in advance for your assistance in this matter.

Sincerely,

[Attorney name]

cc: Court of Appeal, First District
Office of the County Counsel
First District Appellate Project