

COURT OF APPEAL  
FOURTH APPELLATE DISTRICT

Division One

750 E Street, Suite 300

San Diego, CA 92101

Phone: (619) 744-0750 / Fax: (619) 645-2495

- Your documents are being FILED; however, they require follow-up:
- Your documents are being returned to you UNFILED for the following reasons:
- Proof of service missing service on: \_\_\_\_\_
- No proof of service attached.
- Notification to your client required in civil cases on application for extension of time (CRC Rule 8.50(f)).
- Extensions require original application and proof of service plus 1 copy for all parties involved in the appeal plus stamped addressed envelopes for each (CRC Rule 8.50, 8.44(b)(7)).
- Need original signature on: \_\_\_\_\_
- The faxed document has not been approved for fax filing by the Court.
- Document is not acceptable for filing because proffered by one who is not a party in the matter.
- Attorney is not listed as counsel of record, requires substitution of attorney or appointment of counsel.
- Cover sheet (color) does not conform to CRC Rule 8.40(b) as referred to in Rule 8.204(b)(10).
- Brief exceeds page or word count limit. Request to file oversized brief required. (CRC Rule 8.204(c) or Rule 8.350(b)).
- Brief is late. Application to file "late brief" must accompany brief.
- Insufficient copies (CRC Rule 8.44(b)).
- Missing Certificate of Interested Parties or Persons (CRC Rule 8.208).
- Document is premature.
- Lack of Jurisdiction (CRC Rule 8.264(b)).
- Part III of Civil Case Information Statement is not attached.
- Missing Certificate of Word Count (CRC Rule 8.204(c)(1) or Rule 8.350(b)(1)).
- Appendix requires both Alphabetical and Chronological indices.
- Appendix or exhibits must be in volumes of no more than 300 pages per volume (CRC Rule 8.144 (c)(1)).
- This Court does not accept Notices of Unavailability of Counsel. This policy does not preclude timely motions for continuance should a calendaring conflict arise.

Other: THE COURT PREVIOUSLY DENIED A MOTION TO RECALL AND RESCTUD  
REMITTAL ON 1/25/2013

Rec'd  
11/9/2015

By: [Signature]  
Deputy Clerk