

## New Panel Attorney Email Election Form

(Please return this form to CCAP only)

Name: \_\_\_\_\_ State Bar Number: \_\_\_\_\_

**Directions:** Please provide your email choice for each of the three stated purposes. Use only one email for each choice, but you may use up to three separate emails overall.

**1) Contact email:** Provide an email for CCAP, the Judicial Council of California/Appellate Court Services (JCC/ACS), and for other Court Appointed Counsel (CAC) system contact purposes – essentially contact by CCAP staff, JCC/ACS, and/or other appellate projects [**Note:** this email address will **not** be disclosed by CCAP to anyone other than JCC/ACS and the CAC system]:

**Contact email use:**

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*Note: This form must be completed and returned to CCAP prior to receiving your first appointment.*

*Fax to: (916) 923-9398; or scan & email to this page to: [DLancaster@capcentral.org](mailto:DLancaster@capcentral.org)*

**2) Panel announcement email:** Provide an email<sup>1</sup> for CCAP panel announcements, web site resource communications, eNews, and other announcements as designated in your online profile at [www.capcentral.org](http://www.capcentral.org) [**Note:** this email address will **not** be disclosed by CCAP to third parties but is essential for all panel-related announcements]:

**Panel announcements use:**

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**3) eService/eFiling (rule 8.71) email:** Provide an email<sup>2</sup> designated for e-service and e-filing with the courts, including the TrueFiling email address to be used for your cases:

**For eService/eFiling use:**

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<sup>1</sup> All CCAP panel attorneys are required to register for the CCAP website at [www.capcentral.org](http://www.capcentral.org), including electing to receive panel eNews announcements in the website registration profile. Panel eNews is frequently used by CCAP to alert counsel to important panel information (case law, policy changes, new procedures, etc.), and we will expect you to visit and use our site frequently. **IMPORTANT:** Do not unsubscribe from receiving panel eNews announcements. To modify other eNews you receive, please do so by modifying your registration profile on the website through the [Profile](#) link located at the bottom of our site webpages. Note: Unsubscribing by clicking on a link within a received email may inadvertently interrupt your ability to receive panel email announcements from us. If this happens, please contact CCAP resources for instructions on how to re-subscribe to receive panel eNews.

<sup>2</sup> Counsel is required to submit to the court a notice of change of email address for each pending case anytime your e-service email address changes; serve CCAP and the parties. (See Cal. Rules of Court, rule 8.71(d).) For other e-service tips, see our TrueFiling e-service page at: [http://www.capcentral.org/procedures/truefiling/eservice\\_tf.asp](http://www.capcentral.org/procedures/truefiling/eservice_tf.asp)