

APPELLATE PROJECT AND AOC INFORMATION CHANGES

Send a signed original to EACH of the following panels of which you are a member:

- First District Appellate Project, 730 Harrison Street, Ste. 201, San Francisco, CA 94107
- California Appellate Project-Los Angeles, 520 S. Grand Ave., 4th Floor, Los Angeles, CA 90071
- Central California Appellate Program, 2407 J Street, Suite 301, Sacramento, CA 95816
- Appellate Defenders, Inc., 555 West Beech Street, Suite 300, San Diego, CA 92101
- Sixth District Appellate Program, 100 N. Winchester Blvd., Ste. 310, Santa Clara, CA 95050

PLEASE TYPE OR PRINT LEGIBLY

Last Name _____ First Name _____ Mid. Init. or Name _____	
Phone _____ Fax _____ E-mail Address _____	
State Bar# _____ Soc. Sec. No. _____ Fed. Tax ID# _____	
Please Note: This does not constitute notification to the AOC as a tax identification number change. You must use the Certification Form for changing the tax identification number.	
A. Business Address (available to court and clients, can be post office box):	
_____	Be sure to include postal box number or street address, suite number(s), city, state and ZIP Code.

County _____ Is this address a Private Mail Box?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. <u>IF THE ABOVE ADDRESS IS A POSTAL BOX</u> , you <u>MUST</u> provide a street address below for receipt of transcripts. This address will not be disclosed to clients.	
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Is this address a Private Mail Box?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> PLEASE NOTE: If you have shown two addresses above, indicate at which address you wish to receive your compensation checks by marking one of the following: A. <input type="checkbox"/> (Business) B. <input type="checkbox"/> (Street Address)	
<input type="checkbox"/> PLEASE NOTE: This form does NOT constitute notification to the Courts of Appeal of any change in information. It is solely for use by the appellate project(s) and the AOC.	

Dated: _____

Signature: _____

*Note: If this is a Private Mail Box, under new postal regulations your address may have to reflect "PMB" or the U.S. Postal Service will not deliver the mail to your address.

CCAP Panel Attorney Contact Information Form

Please return this form to CCAP

Date: _____

Name: _____ State Bar Number: _____

Directions: Please provide your current business contact information, including your email choice for each of the three stated purposes. Please use only one email for each choice, but you may use up to three separate emails overall. *This form must be completed and returned to CCAP prior to receiving your first appointment.*

1) **Business mailing address:** _____

2) **UPS/shipping address** (if different from mailing): _____

3) **Phone number:** _____

4) This email is for CCAP and other Court Appointed Counsel (CAC) system contact purposes – essentially contact by CCAP staff, the AOC, and/or other appellate projects [Note: this email address will **not** be disclosed by CCAP to anyone outside the CAC system]:

Contact email #1 _____

2) This email¹ is for CCAP panel announcements, and website resource communications, eNews, and other announcements as designated in my online profile at www.capcentral.org [Note: this email address will **not** be disclosed by CCAP to third parties]:

Website email #2 _____

3) This email² is designated for e-filing and e-service [Note: this email address **may** be made public and will be used by the court for all e-filing and e-service related matters]:

E-filing email #3 _____

¹ All CCAP panel attorneys are required to register for the CCAP website at 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 any CCAP webpage. 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.

² Counsel is encouraged to consider whether to set up a standardized *separate* email address for this choice as it will be designated for e-filing purposes and may be published online in court docket for e-service purposes. (See Cal. Rules of Court, rule 8.70 et seq., effective 1/1/12.) Currently, only the Fifth District Court of Appeal is participating in mandatory e-filing for certain documents. Usage details are available at: http://www.capcentral.org/procedures/court_policies/efiling.asp