

**Superior Court of California, County of Sacramento**

**CHAPTER 11 - APPELLATE DIVISION**

**11.00 Sessions.**

Regular sessions of the Appellate Division of the Superior Court shall be held on the third Friday of each calendar month at 10:00 a.m. in the department of the Presiding Judge of the Appellate Division unless the Presiding Judge of the Appellate Division orders otherwise. Special sessions may be held at the call of the Presiding Judge of the Appellate Division.

(Adopted 1/1/2013)

**11.01 Briefs.**

(A) Briefs shall be prepared, served, and filed as provided by California Rules of Court, rules 8.882 - 8.884, rule 8.927 and rule 8.928. All filings shall be filed with the appropriate Appellate Division clerk in Room 101 on the 1st floor of the Gordon D. Schaber Courthouse unless otherwise directed by the Presiding Judge of the Appellate Division.

(B) When filing any original brief, the parties shall provide the clerk with one original which is either unbound and clipped or rubber banded or which is electronic in format (CD or, if available, electronically filed) and three additional copies. The three copies shall be stapled once in the upper left-hand corner but should not be bound.

(Adopted 1/1/2013)

**11.02 Hearing Date in Caption.**

(A) All briefs, motions, applications, and other papers filed with the Appellate Division shall include the scheduled hearing date of the appeal on the front-page caption.

(B) All documents filed with the Appellate Division shall include: (1) the full case title specifically identifying all parties; (2) the attorney's address and California state bar number; and (3) which party in the action the attorney represents.

(Adopted 1/1/2013)

**11.03 Motions for Augmentation and Correction of the Record; Motions for Additions to the Record.**

(A) All motions for augmentation and/or correction of the record pursuant to California Rules of Court, rule 8.841, rule 8.873 and rule 8.923, shall set forth facts showing: (1) good cause why the materials have not been included in the record on appeal; and (2) any previous motions for augmentation or additions to the record granted or denied to any party after filing of the notice of appeal.

(B) All such motions shall specifically identify each paper, record, or exhibit that is being requested and/or specifically identify, by subject, date, and department what portion of the proceedings before the trial court is being requested to be transcribed.

(Adopted 1/1/2013)

**11.04 Requests for Free Clerk or Reporter's Transcript.**

(A) All requests for a free clerk or reporter's transcript on appeal shall be accompanied by a current financial declaration.

(B) A request for a free reporter's transcript will be granted only on a showing of colorable need for the transcript.

(Adopted 1/1/2013)

**11.05 Binding of Original Appellate Division Clerk's Transcript for Civil Appeals.**

**Superior Court of California, County of Sacramento**

The original Appellate Division Clerk's Transcript for civil appeals is to be two-hole punched and bound at the top in volumes of no more than 300 sheets.  
(Adopted 1/1/2013)