

SIXTH DISTRICT COURT OF APPEAL

Instructions for Filing Court Reporter's Requests for Extension of Time in the Sixth District Court of Appeal

The Sixth District Court of Appeal has provided a fill-able form for Requests for Extension in all types of cases on appeal.

Criminal, Juvenile Delinquency and Juvenile Dependency extension requests will continue to require certification by your CEO or other Administrator before it can be submitted to this court for a decision.

The form may be signed in the following ways:

- Digital/Electronic signature (except for Juvenile Dependency cases)
- Scanned Signature - This option is **required** for Juvenile Dependency cases
- Typing "/s/ [Reporter's Name]" on the signature line

Once filled out in its entirety, the form may be sent to this Court by email to sixth.district@jud.ca.gov. Civil extension requests may be emailed by the reporter directly to this Court. Criminal and juvenile appeal requests require approval by the Administrator at your Court and must be forwarded to this Court by that Administrator. A filed-endorsed copy will be emailed to the sender.

We request that the subject line of the email AND the filename match the naming protocol noted below:

CaseNumber_CXR_Reporter'sLastName

FOR EXAMPLE:

H012345_CXR_Smith

(Please note: CXR is our internal docketing code for court reporter extension requests.)

If you have any questions, you may contact the Clerk's Office at (408) 277-1004.