Civil Case Information Statements are required only in UNLIMITED cases, i.e., appeals in the Court of Appeal.

If applicable, you must file a Civil Case Information Statement with the clerk of the Court of Appeal within 15 days after the clerk mails you the notification of the filing of the notice of appeal required under rule 8.100(e)(1). You must attach to this form a copy of the judgment or order being appealed that shows the date it was entered (see Cal. Rules of Court, rule 8.104 for definition of "entered"). A copy of this form must also be served on the other party or parties to this appeal.

For reference, Rule 8.100(e) states:

**(e) Superior court clerk's duties**

(1)  The superior court clerk must promptly send a notification of the filing of the notice of appeal to the attorney of record for each party, to any unrepresented party, and to the reviewing court clerk.

(2)  The notification must show the date it was sent and must state the number and title of the case and the date the notice of appeal was filed. If the information is available, the notification must include:

(A)  The name, address, telephone number, e-mail address, and California State Bar number of each attorney of record in the case;

(B)  The name of the party each attorney represented in the superior court; and

(C)  The name, address, telephone number and e-mail address of any unrepresented party.

(3)  A copy of the notice of appeal is sufficient notification under (1) if the required information is on the copy or is added by the superior court clerk.

(4)  The sending of a notification under (1) is a sufficient performance of the clerk's duty despite the death of the party or the discharge, disqualification, suspension, disbarment, or death of the attorney.

(5)  With the notification of the appeal, the superior court clerk must send the reviewing court the filing fee or an application for, or order granting, a waiver of that fee. If the fee was paid in cash, the clerk must send the reviewing court a certificate of payment and thereafter a check for the amount of the fee.