SERVING, PREPARING THE *PROOF* OF SERVICE, &

FILING BRIEFS IN THE COURT OF APPEAL

The following instructions apply to the service of briefs in paper form in the Court of Appeal. Different rules and procedures apply to electronically filed and served briefs. If you are a non-lawyer representing yourself on appeal, you are not required to serve or file your documents electronically, but you are encouraged to do so if you choose. For instructions on electonically serving and filing briefs in the Court of Appeal, go to the following link/web address--<https://www.courts.ca.gov/2dca-efile.htm>. For instructions on paper filing, read on--

A. Print your brief and print a proof of service (a filled-in form APP-009). If you have not been given a blank proof-of-service form with these instructions, the form is available at selfhelp.appellate.courts.ca.gov/knowledge-center/forms.

B. Have someone *other than you,* whom you trust and who is over 18 years of age, fill in all appropriate blanks and boxes on the proof of service (or you can fill in the form for the person ....except for the person’s signature, of course).

C. Make the following copies ofthe full brief and the unsigned proof of service:

* One copy to be served on each other party;
* One copy to be served on the Clerk of the Superior Court, for delivery to the trial judge;
* Either

D. Have the person who filled items 2 and 3 in the proof of service mail 1 copy to each opposing party or his or her lawyer

E. Now have the person who filled in items 2 and 3 on the proof of service date and sign the proof of service attached to the signed *original* of your document.

E. Make 2 copies of the full signed original document with any attachments and the *signed* original proof of service. One of these copies is for the clerk of the court to “conform,” and one is for your records. (“Conforming” means stamping your copy with the Court’s official acknowledgment that the original was filed. It is your proof that you did file the document, in case the original is lost or destroyed.)

F. File the original document, including all attachments and the signed original proof of service at the Court of Appeal and ask the clerk to “conform” one of your copies. If you are not able to file the document in person, provide a stamped, self-addressed envelope for the clerk to use in returning your conformed copy to you.

G. Keep the conformed copy in a safe place. If the original should be lost or destroyed, your conformed copy is your only proof that you filed the document, and you might lose important rights if you cannot prove that the document was filed, and that it was filed on a particular date.