

Recommended procedure to copy, scan or photograph trial exhibits in Los Angeles County:

- 1) Write a letter to the trial judge including the defendant's name and trial court case number, explaining that you are the court appointed appellate attorney and need the exhibits as part of your representation in the Court of Appeal. Specifically list and describe the exhibits you want to copy. Indicate that you plan to come to the courtroom to pick up the signed order on the day you will view the exhibits.
- 2) Attach a proposed order. (See attached sample.)
- 3) Please note, it will likely help to contact the clerk in the judge's courtroom to arrange pick up of the signed order. Phone numbers for courtroom clerks are available on the court's website. You may suggest to the clerk that you can scan and email the letter and proposed order to the clerk if that is preferred.

[Attorney info.]  
[Address]  
[Phone]  
[Email]

Counsel for Appellant John Doe

**IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES**

PEOPLE OF THE STATE OF CALIFORNIA,  
Plaintiff and Respondent,

v.  
John Doe,  
Defendant and Appellant.

Superior Court No. BA23456

Court of Appeal No. B234567

**(PROPOSED) ORDER TO COPY, SCAN OR PHOTOGRAPH EXHIBITS**

Good cause appearing, it is ordered that \_\_\_\_\_, Attorney for John

Doe, may copy, scan or photograph:

All of the exhibits in the case.

Those exhibits identified here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other order as follows:

\_\_\_\_\_

Date: \_\_\_\_\_

JUDGE