

**CHAPTER EIGHT CRIMINAL DIVISION
APPENDIX 8.D
RECORD CERTIFICATION
GUIDELINES FOR APPELLATE COUNSEL**

Upon receipt of copies of appeal transcripts by counsel on appeal for a defendant sentenced to death, pursuant to California Rules of Court, rule 8.625, appellate counsel must:

I. Review the Entire Record for Completeness and Accuracy

If it appears that the 20 days allowed by Rule 8.600 is insufficient time within which to review the record and determine the necessity for corrections and/or augmentations, counsel may request an extension not to exceed 60 days. The request for extension must be directed to the Supreme Court.

II. File Timely Requests for Corrections and/or Augmentation

A. A request for augmentation of the record pursuant to California Rules of Court, rule 8.625 must be submitted to the trial court with a proposed order for signature by the court, and be accompanied by either:

1. The material that is the subject of the augmentation, when feasible.
2. A declaration that counsel will submit the requested material to the clerk within 10 days after the request is granted or that counsel is unable to provide the requested material, setting forth the reasons in detail.

In any case where the requested material is contained within a transcript which has not been previously delivered to the court, the Judge presiding over the certification process must order such transcript prepared, at County expense, without undue delay.

A copy of each request for augmentation or correction must also be served on the Criminal Appeals Section of the Superior Court Executive Officer/Clerk's Office.

B. Where feasible, all requests for augmentations must be submitted at the same time. Any subsequent requests must be accompanied by counsel's declaration specifying the reason(s) the items were not included in the initial request.

C. Where feasible, a request for correction of any material prepared for augmentation must be made within 20 days of receipt of such material by counsel.