

ADMINISTRATIVE OFFICE OF THE COURTS (AOC) AND APPELLATE PROJECT INFORMATION SHEET

All new Panel Attorneys – or – Existing Panel Attorneys with a Change of Address

- **Please submit the signed original of this form to:** Administrative Office of the Courts, Attn: Yvonne Pham, Accounting Unit, 455 Golden Gate Avenue, San Francisco, CA 94102-3688
- **And send a copy to every appellate project of which you are a panel member. Remember to notify the court and client on every open case whenever you change your address.**

PLEASE TYPE OR PRINT LEGIBLY

Last Name _____ First Name _____ Middle Initial or Name _____
State Bar # _____ Law Firm Name _____
Phone _____ Fax _____
Project contact email address _____
E-Filing email address (if different) _____
A. Business Address (available to court and clients; may be P.O. Box). _____ _____ _____
Be sure to include postal box number or street address, suite, city, state, ZIP Code. County _____. Is this address a Private Mail Box?* Yes <input type="checkbox"/> No <input type="checkbox"/>
*Note: If this is a Private Mail Box, there are postal regulations that dictate how the address must be formatted. Check with your PMB vendor, or search "PMB" on the U.S. Postal Service web site for further instructions.
B. If the above address is a post office box, you MUST provide a Street Address for receipt of transcripts. <i>This address will not be disclosed to clients.</i> _____ _____ _____
→ PLEASE NOTE: If you have shown two addresses above, indicate at which address you wish to receive your compensation checks (unless you have opted for direct deposit): A. Business <input type="checkbox"/> B. Street Address <input type="checkbox"/>
IMPORTANT INSTRUCTIONS FOR TAX ID INFORMATION Submit an original signed IRS Form W-9 to the AOC address above when joining the panel or making Tax ID changes, and send a copy to every appellate project of which you are a panel member.

Date: _____ Signature: _____

Please allow 30 days for the AOC to update its records