

Attorney Name
Address
Telephone Number
State Bar Number

SECURE LEAVE FORM

Rule 26: Rule 33A Rules of Appellate Procedure

Notice: Secure Leave shall consist of one or more calendared weeks, but in any event shall not consist of more than three (3) calendared weeks during any calendar year.

Statement of Attorney

I hereby certify that the secure leave period designated below is not being designated for the purpose of delaying, hindering or interfering with the timely disposition of any matter in any pending action or proceeding.

I further certify that no action or proceeding in which I have entered an appearance has been scheduled, peremptorily set or noticed for trial, hearing, deposition or other proceeding during the designated leave period.

Designated Secure Leave Dates

Indicate the dates you are noticing as Secured Leave Dates

Monday	Beginning Date	Until Friday	Ending Date
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Prior Secure Leave Dates

Indicate any previously designated Secure Leave periods during the current calendar year that have previously been designated pursuant to Rule 26 and Rule 33A of the Rules of Appellate Procedure:

Beginning Date	Ending Date
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This secure leave Notification must be filed not later than thirty (30) days before the beginning of the secured leave period and before any trial, hearing deposition or other matter has been regularly scheduled, peremptorily set or noticed for a time during the designated secure leave period.

Date	Attorney Signature
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This form is required to be filed in each of the following offices if the attorney has entered an appearance of record as follows: (please check the office filed)

- | | |
|--|---|
| <input type="checkbox"/> District Attorney [Criminal cases] | <input type="checkbox"/> Trial Court Administrator [Criminal/Civil cases] |
| <input type="checkbox"/> Clerk of Superior Court [Special Proceeding/Estate Cases] | <input type="checkbox"/> Family Court Director [Domestic/Juvenile cases] |

NOTICE TO ATTORNEY: Should any matter be set during your Secure Leave Period, you should immediately contact the official who calendared the matter and all other parties of record. You are required to serve notice to the official calendaring the matter, and the parties of record to the matter. This Notice shall contain the following: (1) A copy of this form; (2) The case number and name of case set; and (3) A certificate of service.