

**Report of Bench Appointments on Criminal Matters  
(Not for use on Criminal Conflicts Calendar Date)**

This notice must be completed to inform the Bar Association of San Francisco Indigent Defense Administration of appointment(s) from the bench, including any *Harris* appointments. A separate form is used for conflicts' attorney of the day. This form is to be used by attorneys accepting appointments for any case if the appointment is not made on a regularly scheduled conflicts day.

**PLEASE NOTE: Please PRINT CLEARLY IN BLUE OR BLACK INK and return this form to BASF within seven (7) days of appointment. If more space is necessary, please submit an additional form. You will not be eligible for payment for any court-appointed cases unless they have been reported to the Bar Association of San Francisco.**

**IF APPOINTMENT IS MADE FOR A MURDER CASE, CHECK "MURDER" BOX ONLY, NOT SERIOUS FELONY.**

Please return this form by fax to the Bar Association of San Francisco at (415) 782-8993.

Name: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Defendant (First AND Last Name)	Dep	7-digit # MCN	6-digit # SCN	Charges	Mis	R Fel	S Fel	Mur der	Mtr	SB 90 <sup>1</sup>	Appt Type <sup>2</sup>	Stage <sup>3</sup>

<sup>1</sup> S=SVP, N=NGI extension, M=MDO

<sup>2</sup> C=Conflict declared by PD, W=Witness, H = Harris, U = PD unavailable, O=Other (includes second counsel, etc.)

<sup>3</sup> Please indicate stage of case when appointment was made. 1=arraign(Complaint), 2=post-arraign/pre-prelim, 3=arraignment (Indictment/Information), 4=post arraign/pre-trial (Indictment/Information), 5=post-arraign/pre-trial (Misdemeanor), 6=post-trial/plea (Misdemeanor), 7=post-trial/plea (Felony), 8=post-W&I §707 appointment, 9=Other (please specify)