

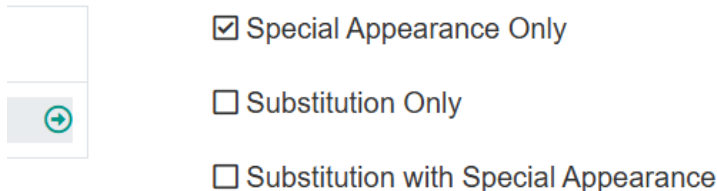
## Quick Guide for New Features

We have updated the CJA duty calendar application to enhance request handling. With this release, CJA attorneys must now accept or decline substitute and special appearance requests. Previously, substitutions could be made without the consent of the attorney being substituted. Going forward, the substitution and special appearance will only appear on the calendar once the requested attorney has approved it.

Additionally, we have introduced two new request types to the system: “Special Appearance only” and “Substitution with Special Appearance”, expanding on the existing “Substitution” option.

### Special Appearance Only

To request a special appearance on behalf of the duty assigned attorney, choose the “Special Appearance Only” option.



Special Appearance Only

Substitution Only

Substitution with Special Appearance

**Choose an attorney who will make a special appearance:**

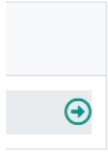


Rabbit, Peter <sup>x</sup> Click here Close

The selected attorney will receive an email to either accept or decline the request. If approved, the duty calendar will be updated automatically. If declined, the assigned duty attorney will also be notified of the rejection.

### Substitution Only

To request a substitution for the duty assigned attorney, choose the “Substitution Only” option.



- Special Appearance Only
- Substitution Only
- Substitution with Special Appearance

**Choose a substitute for Lin, Solomon:**

Kitten, Tom <sup>x</sup> Click here Close 

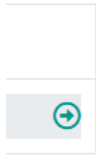
**Submit**

Cancel

The selected attorney will receive an email to either accept or decline the request. If approved, the duty calendar will be updated automatically. If declined, the assigned duty attorney will also be notified of the rejection.

### **Substitution with Special Appearance**

If you need to request a substitution from the Southern District (San Diego) CJA Panel for your duty-day, it is almost certain you will also need to find a local CACD CJA Trial attorney to specially appear on that date. To request both a substitution and special appearance simultaneously, choose the “Substitution with Special Appearance” option.



- Special Appearance Only
- Substitution Only
- Substitution with Special Appearance

**Choose a substitute for Lin, Solomon:**

Rabbit, Peter <sup>x</sup> [Click here](#) Close 

**Choose an attorney who will make a special appearance:**

Kitten, Tom <sup>x</sup> [Click here](#) Close 

**Submit**

Cancel

Both selected attorneys will receive an email to either accept or decline the request. If both approve, the duty calendar will be updated automatically. However, if either attorney declines, the entire request will be canceled. All parties involved will be notified via email of the final outcome - approval or denial.