

# SMALL CLAIMS HEARINGS

**Please double check your notice.**

This is the information for Small Claims **HEARINGS**.

Please return to the website and select **mediation** if you are looking for the mediation credentials.

**Please check with the Small Claims clerk at 650-261-5100 option 6 two days prior to your hearing for the courtroom location.**

For **IN PERSON** Small Claims Hearing Appearances: **Bring all exhibits with you on the day of your Court Hearing.**

- Prior to entering the Courtroom, you will be asked to exchange any documents and evidence with the other parties on your case. Anything that is being submitted to the Court as an exhibit must be shown to all parties in this action. There can be no surprises in Small Claims Court. Do not mail in or electronically submit exhibits.
- **Please note:** If any of the parties have been given approval to appear remotely, all parties must follow the Pre-Hearing Exhibit Exchange Protocol below.

For **APPROVED ZOOM** Appearances: **Required Pre-Hearing Exhibit Exchange Protocol below.**

(Please check with the Small Claims clerk at 650-261-5100 option 6 two days prior to your hearing for the courtroom location.)

## [Zoom Credentials for Small Claims Courtroom](#)

- Any case where any party is **approved** for a **ZOOM Small Claims Hearing** **all parties must** adhere to the following protocol for the exchange of your proposed exhibits:
  1. All exhibits **must** be either in paper or on a USB flash drive (preferred), CD, DVD, and able to be presented electronically in a PDF, JPEG or MP4 format if you are appearing remotely by Zoom.

2. If your exhibit is a tangible object, take a photograph of it and submit that as your exhibit.
3. Exhibits **must** be exchanged with **the opposing party** at least **five business days** prior to the hearing date.
4. Exhibits may be exchanged with the other party by email or by hardcopy delivery.
  - a. If you are exchanging by email, send your exhibits electronically to the other party **AND you must cc: [SCexhibits@sanmateocourt.org](mailto:SCexhibits@sanmateocourt.org)** as your Proof of Service
    - i. The Subject line of your email must include the CASE NUMBER and the HEARING DATE **(example: 20-SCS-012345, 2/4/2021)**
5. Exhibits **must** be provided **to the Court** at least **five business days** prior to the hearing.

**6. Exhibits must be submitted to the Court by way of hardcopy delivery. Any video and audio files must be submitted on a USB flash drive (preferred) or DVD/CD. Email submission to the Court will not suffice.**

7. Hardcopy exhibits can be submitted to the Court by placing them in the Drop Box at the **South San Francisco Courthouse**, or by mailing them to the **South San Francisco Courthouse**, with a notation on the outside of the envelope stating the following:

**Attention:** Department 31, Small Claims Department

**Case Number**

**Hearing Date**

Either- **Plaintiff** or **Defendants Exhibits**

**Name of person submitting the exhibits**

8. If you appear remotely by Zoom, you **will be required** to appear by way of Zoom audio **AND** video so that you have the ability to share your proposed exhibits with the Court during the course of the hearing by way of **sharing your screen on Zoom**; you cannot appear by way of your cellphone.