

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.

[Zoom Credentials of Courtroom M.](#)

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.

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

- All parties that are **approved** for a **ZOOM Small Claims Hearing** **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** 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.