

SEP 04 2020

Sherri R. Carter, Executive Officer/Clerk
By:  Deputy
Lorena Albino

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES**

IN RE SMALL CLAIMS PROTOCOL FOR) 1st AMENDED STANDING ORDER RE:
EXCHANGE AND SUBMISSION OF) EVIDENCE EXCHANGE
EVIDENCE)
)
)
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Pursuant to Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.

As a result of the COVID-19 pandemic, it is imperative to practice social distancing in courthouses and courtrooms. To that end, the Los Angeles Superior Court encourages remote appearances by audio or video in Small Claims cases via LA CourtConnect (<https://www.lacourt.org/lacc>). In order to facilitate remote appearances, the court has developed a protocol for the exchange of evidence between or among the parties in advance of the hearing and for submission of the evidence to the court in advance of the hearing. Evidence will be destroyed after the ruling unless parties provide a self-addressed envelope with sufficient pre-paid postage at the time of submission of evidence to the court.

Any party in a Small Claims matter that wishes to submit evidence to support their respective position, **whether appearing remotely or in person**, is ordered to:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in the matter, in any manner that ensures receipt of the evidence at least ten (10) days in advance of the hearing. The party must be able to provide proof of sending the evidence to the court if requested.
2. Send a copy of any evidence the party wishes the court to consider to the court ten (10) days prior to the hearing date. Each party must follow the procedures set forth below:

- 1 a. Each party must complete form LASC CIV 278 Exchange and Submission of
2 Evidence (Small Claims). The form must be placed inside the envelope with the
3 evidence. The form is attached and can be found on the court's website at
4 <http://www.lacourt.org>.
- 5 b. Each party must complete a mailing label and attach it to the outside of the
6 envelope. The mailing label must contain the following information: (a) case
7 number, (b) case name, (c) date of hearing, (d) identity of party submitting the
8 evidence, and (e) courtroom number or department number in which the matter will
9 be heard. The mailing label form LASC CIV 279 is attached and can be found on
10 the court's website at <http://www.lacourt.org>.
- 11 c. Each party submitting evidence must include a self-addressed envelope with
12 sufficient pre-paid postage if the submitting party would like the evidence returned
13 after the hearing.
- 14 d. A list of the addresses for the courthouses and courtrooms that hear Small Claims
15 matters can be found at <http://www.lacourt.org/courthouse/mode/division/smallclaims>.

16 A party's failure to exchange and submit evidence to the court with proof of compliance and
17 mailing, may result in the evidence not being considered by the court.

18 The plaintiff is further ordered to serve a copy of this Standing Order with the Plaintiff's Claim
19 and ORDER to Go to Court (SC-100), along with all other information sheets, as required.

20 IT IS SO ORDERED.

21
22 Dated: 9/4/20



Judge Samantha P. Jessner
Supervising Judge, Civil Division

Exchange and Submission of Evidence (Small Claims)

Fill in court name and address
Superior Court of California,
County of Los Angeles

Important: This form is to be used to submit evidence to the court and the opposing party. Read the other side of this form before you fill out the form.

Pursuant to Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.

Each party who wishes to submit evidence is ordered to exchange and submit evidence to the court at least ten (10) days prior to the hearing and show proof of compliance (1st Amended Standing Order Re: Evidence Exchange 2020-SJ-015-01).

A party's failure to comply may result in the evidence not being considered by the court.

Case Number: _____

Case Name: _____

My Name is: _____

My hearing is now scheduled on

My Mailing Address is: _____

(date) _____

at (time) _____

I am a (check one): Plaintiff Defendant in this case.

in Department _____

INSTRUCTIONS:

List each item of evidence separately and briefly describe it. Please provide copies only, as evidence will be returned only if a self-addressed envelope with sufficient pre-paid postage is submitted. If you need more space, attach one sheet of paper.

1. _____

2. _____

3. _____

4. _____

5. _____

The parties listed below have been served with a copy of my evidence.

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Instructions for Form LASC CIV 278, Exchange of Evidence (Small Claims) *(This form must be used to submit evidence to the court)*

To facilitate remote appearances, evidence must be exchanged between or among the parties and submitted to the court in advance of the hearing pursuant to 1st Amending Standing Order Re: Evidence Exchange (effective September 4, 2020).

Each party who wishes to appear remotely must do the following:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in a manner that ensures receipt of the evidence at least ten (10) days prior to the hearing date;
2. Send a copy of any evidence the party wishes the court to consider to the court that ensures receipt of the evidence at least ten (10) days prior to the hearing date;
3. Place a copy of the evidence in an envelope;
4. Place a completed copy of this form inside the envelope;
5. Enclose a self-addressed envelope with sufficient pre-paid postage in the envelope, if you want the evidence returned to you after the hearing;
6. Seal the envelope;
7. COMPLETE THE MAILING LABEL AND ATTACH TO THE ENVELOPE;
8. Mail to the clerk of the court at the address of the courthouse where your case is pending or place in the Civil drop-off box located outside the courthouse. The courthouse addresses are listed below;
9. If requested, the party must provide proof of sending the evidence to the court and to the opposing party or parties;
10. A remotely-appearing party's failure to exchange evidence with the opposing party and submit evidence to the court with proof of mailing in advance of the hearing and as set forth herein, may result in the evidence not being considered by the court.

Michael Antonovich Courthouse
Antelope Courthouse
Small Claims Courtroom
42011 4th Street West
Lancaster Lancaster, CA 93534

Bellflower Courthouse
Small Claims Courtroom
10025 Flower Street
Bellflower, CA 90706

Chatsworth Courthouse
Small Claims Courtroom
9425 Penfield Avenue
Chatsworth, CA 91311

Compton Courthouse
Small Claims Courtroom
200 West Compton Blvd
Compton, CA 90220

Inglewood Courthouse
Small Claims Courtroom
One Regent Street
Inglewood, CA 90301

Governor George Deukmejian
Long Beach Courthouse Small
Claims Courtroom
275 Magnolia Avenue
Long Beach, CA 90802

Pasadena Courthouse
Small Claims Courtroom
300 East Walnut
Pasadena, CA 91101

Santa Monica Courthouse
Small Claims Courtroom
1725 Main Street
Santa Monica, CA 90401

Stanley Mosk Courthouse
Small Claims Courtroom
111 North Hill Street
Los Angeles, CA 90012

Van Nuys Courthouse
Small Claims Courtroom
6230 Sylmar Avenue
Van Nuys, CA 91401

West Covina Courthouse
Small Claims Courtroom
1427 West Covina Parkway
West Covina, CA 91790

From: _____

To: _____

Date: _____ Time: _____

Department: _____

Case Number: _____

LASC CIV 279 NEW 07/20
For Mandatory Use

Small Claims Mailing Label

From: _____

To: _____

Date: _____ Time: _____

Department: _____

Case Number: _____

LASC CIV 279 NEW 07/20
For Mandatory Use

Small Claims Mailing Label