

COUNTY OF LOS ANGELES
**DEPARTMENT OF
CONSUMER AFFAIRS**



Small Claims Advisor Service

**Free Help for Small Claims
Court Litigants**



Small Claims Advisor Program

GET ANSWERS TO YOUR QUESTIONS

Small Claims help is available to anyone who is suing or being sued in a Los Angeles County Small Claims Court. Our counselors will provide you with the information you need to file a case or defend yourself in court. We can also assist you with court forms and court procedures.

We're always open

Information is available 24 hours a day, 7 days a week. Call (213) 974-9759.

You can speak personally with an advisor

You can speak with a small claims advisor Monday through Friday from 8:00 am to 4:30 pm.

Visit our main office

Department of Consumer Affairs
Kenneth Hahn Hall of Administration
500 West Temple Street, Room B-96
Los Angeles, CA 90012

We are open Monday through Friday from 8:00 am to 4:30 pm.

**For more information, call
(213) 974-9759 or visit us online
at: dca.lacounty.gov**

*Court forms are available at the clerk's office
and online at: www.courts.ca.gov.*

INFORMATION WE PROVIDE:

Before going to court

- How to file your case
- Where to file
- Time limits
- Naming the Plaintiff & Defendant
- Subpoenas / Witnesses
- Evidence
- Changing your court date
- Suing the party who is suing you
- Mediation
- Bad check / Stop payment
- Suing government agencies
- Preparing for court

After the trial

- Appealing the judgment
- Default judgment
- Collecting the judgment
- Recovering costs and interest
- Satisfaction of judgment

Branch Locations & Hours

Van Nuys

14340 Sylvan Street
Van Nuys, CA 91401

Mon. Tue. Thurs.

8:30 am – 12:00 pm
1:00 pm – 4:30 pm

Downey

7500 E. Imperial Hwy
Downey, CA 90242

Tuesday & Thursday

8:30 am – 12:00 pm
1:00 pm – 4:30 pm

Inglewood

One Regent Street
Inglewood, CA 90301

Tuesday & Friday

8:30 am – 12:00 pm
1:00 pm – 4:30 pm

Alhambra

150 Commonwealth Ave.
Alhambra, CA 91801

Mon. & Wed.

8:30 am – 12:00 pm
1:00 pm – 4:30 pm

Lancaster (Library)

601 W. Lancaster Blvd.
Lancaster, CA 9353

Fridays

10:00 am – 3:30 pm

***NO WALK-IN ASSISTANCE AFTER
4:00 pm AT ALL BRANCH LOCATIONS**

ADDITIONAL RESOURCES

Websites

Court forms are available at the clerk's office and online at: www.courts.ca.gov

To download forms and check case status online: www.lasuperiorcourt.org

To find out if the Sheriff's Department has served your court papers:
<http://civil.lasd.org/>

To search for a fictitious business name:
http://regrec.co.la.ca.us/Clerk/FBN_Search.cfm

To find State licensees: www.dca.ca.gov

To find the Agent for Service of a Corporation, LLC or LP:
<http://kepler.sos.ca.gov/>

DCA Small Claims Brochures

Small Claims Advisor Service
How to Sue in Small Claims
What to Do if You've Been Sued
Finding a Person or Business
Small Claims Court Fees
Venue
Naming the Party You are Suing
Filing Court Papers
Serving Court Papers
Appeals
Collect Your Judgment

These topics also available online:
dca.lacounty.gov

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500 W. Temple St., Room B-96
Los Angeles, CA 90012

For more information call:

1-800-593-8222

Inside Los Angeles County

213-974-9759

Outside the County

TTY: 213-626-0913

For the hearing impaired

Visit us online:

dca.lacounty.gov

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