

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES	Reserved for Clerk's File Stamp
NOTICE OF REMOTE APPEARANCES AND EXCHANGE AND SUBMISSION OF EVIDENCE PROTOCOL	CASE NUMBER:

NOTICE TO ALL PARTIES IN THIS CASE:

The Los Angeles Superior Court strongly encourages remote appearances by audio or video for Small Claims cases via LACourtConnect (LACC), its remote courtroom appearance technology. The Court is waiving the recovery fee and providing LACC at no cost to the litigants for hearings beginning September 7, 2021. Offering LACC at no cost will increase the safe access to justice and promote remote appearances. Visit the website at <https://www.lacourt.org/lacc> to learn more and to register for a remote appearance.

Pursuant to California Code of Civil Procedure, section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing to support their respective positions. In order to facilitate remote appearances, the Court has developed a protocol for the exchange of evidence between or among the parties and for submission to the court in advance of the hearing.

Any evidence the party wishes the court to consider must be sent to the opposing party and the court in a method that ensures receipt at least ten (10) days prior to the scheduled hearing pursuant to Standing Order 2020-SJ-015-00 in re Small Claims Protocol for Exchange and Submission of Evidence. See enclosed LASC CIV 278 *Exchange and Submission of Evidence (Small Claims)* form and LASC CIV 279 *Mailing Label*.

Evidence attached to the Plaintiff's Claim and Order to Go to Small Claims Court will be rejected as non-compliance with the Exchange and Submission of Evidence Standing Order.

Evidence will be destroyed after the hearing unless the parties provide a self-addressed envelope with sufficient pre-paid postage at the time of the submission of the evidence.

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