



Superior Court of California County of Mendocino

CARYN A. DOWNING
Interim Court Executive Officer

SMALL CLAIMS PACKET #11

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| 1. SHLA-local | SHLA Center Flyer – English/Spanish |
| 2. MSC-103-local | About Mediation |
| 3. SC-100-INFO | Information for the Small Claims Plaintiff |
| 4. SC-100 | Plaintiff's Claim and ORDER to Go to Small Claims Court |
| 5. SC-100A | Other Plaintiffs or Defendants (Small Claims) |
| 6. SC-103 | Fictitious Business Name |
| 7. SC-104B | What is "Proof of Service"? |
| 8. NOTICE-local | No Service by Certified Mail |
| 9. SC-104C | How to Serve a Business or Public Entity |
| 10. SC-104 | Proof of Service |
| 11. SC-104A | Proof of Mailing (Substituted Service) |
| 12. SC-109 | Authorization to Appear |
| 13. SC-112A | Proof of Service by Mail |
| 14. SC-200-INFO | What to Do After the Court Decides Your Small Claims Case |
| 15. SC-220-INFO | Payments in Small Claims Cases |

Packet Fee: \$1.50

Filing Fee: \$30.00 For claims of \$1,500.00 or less

\$50.00 For Claims of 1,500.00 to \$5,000.00

\$75.00 For Claims of 5,001.00 to \$7,500.00 (no corporate filings)

\$100.00 If you have filed more than 12 claims in the past year in California.

Fee Waiver packet available upon request.

All paperwork must be **typed or printed neatly in black ink.**

Present an **original and two copies** for filing.

Small Claims Night Court: The Superior Court offers Small Claims Night Court in the Ukiah Branch on the first Wednesday of each month.

- Parties should arrive at the courthouse by 5:00 p.m. and use the Perkins Street entrance.
- The courthouse doors automatically lock at 5:30 p.m.
- Small Claims Night Court begins promptly at 5:30 p.m.

Court branch locations and hours of operation Monday – Friday, 8:30 am – 4:00 pm.:

Ukiah: 100 N State Street, Rm. 107, Ukiah, CA 95482 (707) 463-4481

Fort Bragg: 700 S Franklin Street, Fort Bragg, CA 95437 (707) 964-3192

The Court's website address: www.mendocino.courts.ca.gov. If you need additional forms not included in this packet, they can be obtained from your local Superior Court Clerk's Office or at www.courtinfo.ca.gov.

Important: Pursuant to Evidence Code Section 785(b), exhibits presented in a trial must be shown to the opposing party(s). It is therefore suggested that each party bring copies of any exhibits to be presented at the Small Claims Trial. There should be copies for both the court and for the opposing party(s).