

# Small Claims

## Claim and Order, Proof of Service

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### FORMS INCLUDED IN THIS PACKET:

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|------------------|---|
| 1. SHLA-local    | SHLA Center Flyer   |
| 2. MSC-103-local | Have You Considered Mediation?  |
| 3. SC-100-INFO   | Information for the Small Claims Plaintiff  |
| 4. NOTICE-local  | No Service by Certified Mail  |
| 5. SC-100        | Plaintiff's Claim and ORDER to Go to Small Claims Court                               |
| 6. SC-100A       | Other Plaintiffs or Defendants  |
| 7. SC-103        | Fictitious Business Name  |
| 8. SC-104B       | What is "Proof of Service"?   |
| 9. SC-104C       | How to Serve a Business or Public Entity (Small Claims)                               |
| 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  |
| 16. MCSO Service | Mendocino County Sheriff's Civil Department – General Service of Process Instructions |

If you need additional forms not included in this packet, they can be obtained from the Superior Court Clerk's Office, the Self-Help Legal Access Center in the Ukiah courthouse, or at [www.courts.ca.gov](http://www.courts.ca.gov).

**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 \$10, 000.00 (no corporate filings)**  
**\$100.00 – If you have filed more than 12 claims in the past year in California.**  
*(Fee Waiver packet available on request)*

### INSTRUCTIONS:

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

**Prepare one (1) original and two (2) copies of the SC-100 form** for filing with the Clerk's Office.

**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 one (1) original and two (2) copies of any exhibits that are to be presented at the Small Claims Trial.

#### Small Claims Calendar Dates and Times:

- Ukiah – Fridays at 8:30 am (excluding holidays)
- Ten Mile (Fort Bragg) – 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 9:00 am (excluding Pt. Arena months or holidays)
- **Small Claims Night Court:** Held in the Ukiah Branch on the first Wednesday of each month (excluding holidays)
  - 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.

**For Service by Sheriff's Department, contact the Mendocino County Sheriff's Department at:**

**Ukiah:** 589A Low Gap Road, Ukiah, CA 95482 (707) 463-4411 Monday-Friday, 8:00am-5:00pm

**Fort Bragg:** 700 S Franklin St., Suite 110, Fort Bragg, CA 95437 (707) 964-6308 Monday-Thursday 8:00am-5:00pm

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**Court Clerk's Office Hours of Operation: 8:30am-3:00pm Monday-Friday**

Ukiah: 100 North State Street, Room 107 Ukiah, CA 95482 (707) 468-2002  
 Ten Mile: 700 South Franklin Street, Room 144 Fort Bragg, CA 95437 (707) 964-3192

[www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov)