

**Unlawful Detainer Court Trial Hearings**  
**Civil Commissioner Timothy E. Elliott, Dept. 30**

**PRE-TRIAL REQUIREMENTS & EXHIBIT EXCHANGE PROTOCOL**

All parties set for an Unlawful Detainer Court Trial in front of the Civil Commissioner **must** adhere to the following protocols for their hearing date.

- I. All parties and counsel are **required to appear in-person**, *unless excused in advance by the Court for good cause*. For example, the Court typically will excuse parties and counsel from appearing in-person and allow a Zoom appearance if all they are reporting is a settlement of a case, or reporting that a case is close to settling and a continuance is being requested.
  
- II. Mandatory Exhibit Exchange Protocol:
  - All exhibits must be either in paper, or on a USB flash drive (preferred), CD or DVD and can be presented electronically in a PDF, JPEG or MP4 format
  - If your exhibit is a tangible object, please take a photograph of it and submit that photograph as your exhibit
  - Exhibits must be exchanged with **the opposing party** at least one business day prior to the hearing date
  - Exhibits may be exchanged by email or by hardcopy delivery
    - If you are exchanging by email, you must also cc: UDexhibits@sanmateocourt.org as your Proof of Service
  - The **Subject line** of your email must include the CASE NUMBER and the HEARING DATE (*example: 22-UDL-012345, 1/1/2022*)
    - Exhibits must be provided **to the Court** at least one business day prior to the hearing
  - Exhibits must be submitted to the Court by way of **hardcopy delivery; while video and audio files must be submitted on a USB flash drive (preferred), CD or DVD.**
  - Each party offering exhibits, needs to provide an original, plus two (2) copies
  - You must pre-mark your exhibits prior to submitting them to the Court
  - The Plaintiff's should be pre-marked with **numbers**  
(exhibits 1, 2, 3, etc.)
  - The Defendant's should be pre-marked with **letters**  
(exhibits A, B, C, etc.)

- **PLEASE NOTE OUR ADDRESS: SAN MATEO CENTRAL COURTHOUSE**  
800 North Humboldt Street, San Mateo, CA 94401
- You may submit the exhibits by way of hardcopy delivery to the Court by placing them in the Drop Box at the San Mateo Central Courthouse, or by timely mailing/shipping them to the San Mateo Central Courthouse, with a notation on the outside of the envelope stating:
  - **Attention: Clerk, Department 30 / Courtroom H**
  - Unlawful Detainer Exhibits Copy
  - Case Number
  - Hearing Date
- Please note, exhibits dropped off, mailed or shipped to the Court must be sent well in advance to ensure timely delivery to the Court at least one business day prior to the hearing date

- III. If the Court has granted you permission to appear remotely by Zoom, you **will be required** to appear with audio AND video active. Further, you must have the ability to share your proposed exhibits with the Court during a hearing by way of sharing your screen on Zoom.
- IV. If you do not stipulate to a Court Trial before the Civil Commissioner at your hearing date, parties and counsel must still appear in-person as that hearing date will be used to conduct a **Mandatory Settlement Conference**. **Parties who fail to appear are advised that their case may proceed in their absence.**
- V. If you do not stipulate to a Court Trial before the Civil Commissioner and your case does not settle after the Mandatory Settlement Conference(s), then the Civil Commissioner may schedule your case for a pre-trial conference in the department of your single assigned Judge. **You must contact the assigned Judge's Courtroom Clerk for instructions on the hearing protocols, including evidence exchange, and other mandatory pre-trial requirements.**