

SMALL CLAIMS HEARINGS

In Person Appearance Protocol

Please check with the Small Claims clerk at 650-261-5100, option 6, two days prior to your hearing for the courtroom location

You must bring all exhibits with you on the day of your Court Hearing

Prior to entering the Courtroom, you will be asked to exchange any documents and evidence with the other parties on your case. Anything submitted to the Court as an exhibit must be shown to all parties in the case. There can be no surprises in Small Claims Court. Do not mail in or electronically submit exhibits to the Court.

Note: If **either** party is approved to appear by Zoom, please [click here](#) for the Zoom Appearance Protocol, which includes exhibit exchange instructions. This protocol is to be followed by all parties when one or both are appearing by Zoom.