

SC-100**Plaintiff's Claim and ORDER to Go to Small Claims Court****Notice to the person being sued:**

- You are the defendant if your name is listed in ② on page 2 of this form or on form SC-100A. The person suing you is the plaintiff, listed in ① on page 2.
- You and the plaintiff must go to court on the trial date listed below. If you do not go to court, you may lose the case. If you lose, the court can order that your wages, money, or property be taken to pay this claim.
- Bring witnesses, receipts, and any evidence you need to prove your case.
- Read this form and all pages attached to understand the claim against you and to protect your rights.

Aviso al Demandado:

- Usted es el Demandado si su nombre figura en ② de la página 2 de este formulario, o en el formulario SC-100A. La persona que lo demanda es el Demandante, la que figura en ① de la página 2.
- Usted y el Demandante tienen que presentarse en la corte en la fecha del juicio indicada a continuación. Si no se presenta, puede perder el caso. Si pierde el caso, la corte podría ordenar que le quiten de su sueldo, dinero u otros bienes para pagar este reclamo.
- Lleve testigos, recibos y cualquier otra prueba que necesite para probar su caso.
- Lea este formulario y todas las páginas adjuntas para entender la demanda en su contra y para proteger sus derechos.

Order to Go to Court

The people in ① and ② must attend court. (Clerk fills out section below.)

Trial Date	Date	Time	Department	Name and address of court, if different from above
1.	12/07/2023	8:30 AM	304	
2.				
3.				David W. Slayton, Executive Officer / Clerk of Court

Date: 10/02/2023 Clerk, by T. Long, Deputy

Instructions for the person suing:

Do not use this form to recover COVID-19 rental debt, which is unpaid rent or other financial obligations under a tenancy due between March 1, 2020, and September 30, 2021. (See Code of Civil Procedure, §1179.02.) To recover COVID-19 rental debt, use form SC-500, *Plaintiff's Claim and ORDER to Go to Small Claims Court*.

- You are the plaintiff. The person you are suing is the defendant.
- Before you fill out this form, read form SC-100-INFO, *Information for the Plaintiff*, to know your rights. You can get form SC-100-INFO at any courthouse or county law library, or go to www.courts.ca.gov/forms.
- Fill out pages 2, 3, and 4 of this form. Make copies of all the pages of this form and any attachments—one for each party named in this case and an extra copy for yourself. Take or mail the original and the copies to the court clerk's office and pay the filing fee. The clerk will write the date of your trial in the box above. Your court may allow electronic filing. Check your local court website for information: www.courts.ca.gov/find-my-court.htm.
- You must have someone at least 18—not you or anyone else listed in this case—give each defendant a court-stamped copy of all pages of this form and any pages this form tells you to attach. There are special rules for "serving," or delivering, this form to public entities, associations, and some businesses. See forms SC-104, SC-104B, and SC-104C.
- Go to court on your trial date listed above. Bring witnesses, receipts, and any evidence you need to prove your case.

Clerk stamps date here when form is filed.

FILED
 Superior Court of California
 County of Los Angeles

10/02/2023

David W. Slayton, Executive Officer / Clerk of Court

By: T. Long Deputy

Fill in court name and street address:

Superior Court of California, County of
 Los Angeles

Beverly Hills Courthouse
 9355 Burton Way
 Beverly Hills, CA 90210

Court fills in case number when form is filed.

Case Number:

23BHSC01023

Case Name:

SILVER
 VS
 VIA MARINA TAHITI HOMEOWNERS ASSOCIATION



Plaintiff (list names):

Case Number:

LAWRENCE SILVER vs VIA MARINA TAHITI HOMEOWNERS ASSOCIATION

23BHSC01023

1. The plaintiff (the person, business, or public entity that is suing) is:

Name: LAWRENCE SILVER Phone: 3109631038
Street address: 4600 VIA DOLCE MARINA DEL REY CA 90292
Mailing address (if different):

Email address (if available):

If more than one plaintiff, list next plaintiff here:

Name: Phone:
Street address:
Mailing address (if different):
Email address (if available):

- Check here if more than two plaintiffs and attach form SC-100A.
Check here if either plaintiff listed above is doing business under a fictitious name and attach form SC-103.
Check here if any plaintiff is a "licensee" or "deferred deposit originator" (payday lender) under Financial Code sections 23000 et seq.

2. The defendant (the person, business, or public entity being sued) is:

Name: VIA MARINA TAHITI HOMEOWNERS ASSOCIATION Phone: 3106836352
Street address: 3820 DEL AMO BLVD, Ste 324 CA 90503
Mailing address (if different):

If the defendant is a corporation, limited liability company, or public entity, list the person or agent authorized for service of process here:

Name: ARIZL HEGGS Job title, if known: HOMEOWNER MANAGER
Address: 3820 DEL AMO BLVD, Ste 324 CA 90503

- Check here if your case is against more than one defendant and attach form SC-100A.
Check here if any defendant is on active military duty and write defendant's name here:

3. The plaintiff claims the defendant owes \$ 10,000 (Explain below and on next page.)

(Note: A claim for COVID-19 rental debt cannot be made on this form. Use form SC-500, Plaintiff's Claim and ORDER to Go to Small Claims Court (COVID-19 Rental Debt).)

a. Why does the defendant owe the plaintiff money?
Fees and cost associated with wrongful Refusal to provide Documents



Plaintiff (list names):

Case Number:

LAWRENCE SILVER vs VIA MARINA TAHITI HOMEOWNERS ASSOCIATION

23BHSC01023

3 b. When did this happen? (Date): June 16, 2023

If no specific date, give the time period; Date started: _____ Through: _____

c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)

Fees as allowed by law

Check here if you need more space. Attach one sheet of paper or form MC-031 and write "SC-100, Item 3" at the top.

4 You must ask the defendant (in person, in writing, or by phone) to pay you before you sue. If your claim is for possession of property, you must ask the defendant to give you the property. Have you done this?

Yes No If no, explain why not:

5 Why are you filing your claim at this courthouse?

This courthouse covers the area (check the one that applies):

- a. (1) Where the defendant lives or does business. (4) Where a contract (written or spoken) was made, signed, performed, or broken by the defendant or where the defendant lived or did business when the defendant made the contract.
- (2) Where the plaintiff's property was damaged.
- (3) Where the plaintiff was injured.
- b. Where the buyer or lessee signed the contract, lives now, or lived when the contract was made, if this claim, is about an offer or contract for personal, family, or household goods, services, or loans. (Code Civ. Proc., § 395(b).)
- c. Where the buyer signed the contract, lives now, or lived when the contract was made, if this claim is about a retail installment contract (like a credit card). (Civ. Code, § 1812.10.)
- d. Where the buyer signed the contract, lives now, or lived when the contract was made, or where the vehicle is permanently garaged, if this claim is about a vehicle finance sale. (Civ. Code, § 2984.4.)
- e. Other (specify): WEST DISTRICT

6 List the zip code of the place checked in (5) above (if you know): 70292

7 Is your claim about an attorney-client fee dispute? Yes No
If yes, and if you have had arbitration, fill out form SC-101, attach it to this form, and check here:

8 Are you suing a public entity? Yes No
If yes, you must file a written claim with the entity first. A claim was filed on (date): _____
If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.



Plaintiff (list names):

Case Number:

LAWRENCE SILVER vs VIA MARINA TAHITI HOMEOWNERS ASSOCIATION

23BHSC01023

9. Have you filed more than 12 other small claims within the last 12 months in California?

Yes No If yes, the filing fee for this case will be higher.

10. Is your claim for more than \$2,500? Yes No

If you answer yes, you also confirm that you have not filed, and you understand that you may not file, more than two small claims cases for more than \$2,500 in California during this calendar year.

11. I understand that by filing a claim in small claims court, I have no right to appeal this claim.

I declare under penalty of perjury under the laws of the State of California that the information above and on any attachments to this form is true and correct.

Date: October 3, 2023

LAWRENCE SILVER

Plaintiff types or prints name here

[Signature]

Plaintiff signs here

Date:

Second plaintiff types or prints name here

Second plaintiff signs here



Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. For these and other accommodations, contact the clerk's office for form MC-410, Disability Accommodation Request. (Civ. Code, § 54.8.)



"Small claims court" is a special court where claims for \$10,000 or less are decided. Individuals, including "natural persons" and sole proprietors, may claim up to \$10,000. Corporations, partnerships, public entities, and other businesses are limited to claims of \$5,000. (See below for exceptions.)* The process is quick and cheap. The rules are simple and informal. You are the *defendant*—the person being sued. The person who is suing you is the *plaintiff*.

Do I need a lawyer? You may talk to a lawyer before or after the case. But you *may not* have a lawyer represent you in court (unless this is an appeal from a small claims case).

How do I get ready for court? You don't have to file any papers before your trial, unless you think this is the wrong court for your case. But bring to your trial any witnesses, receipts, and evidence that support your case. And read "Be Prepared for Your Trial" at www.courts.ca.gov/smallclaims/prepare.

What if I need an accommodation? If you have a disability or are hearing impaired, fill out form MG-410, Disability Accommodation Request. Give the form to your court clerk or the ADA/Access Coordinator.

What if I don't speak English well? Ask the court clerk as soon as possible for a court-provided interpreter. You may use form INT-300, Request for Interpreter (Civil) or a local court form to request an interpreter. If a court interpreter is unavailable for your trial, it may be necessary to reschedule your trial. You cannot bring your own interpreter for the trial unless the interpreter has been approved by the court as a certified, registered, or provisionally qualified interpreter. (See Cal. Rules of Court, rule 2.893, and form INT-140.)

Where can I get the court forms I need? Go to any courthouse or your county law library, or print forms at www.courts.ca.gov/forms.

What happens at the trial? The judge will listen to both sides. The judge may make a decision at your trial or mail the decision to you later.

What if I lose the case? If you lose, you may appeal. You'll have to pay a fee. (Plaintiffs cannot appeal their own claims.)

- If you were at the trial, file form SC-140, Notice of Appeal. You must file within 30 days after the clerk hands or mails you the judge's decision (judgment) on form SC-200 or form SC-130, Notice of Entry of Judgment.
- If you were *not* at the trial, fill out and file form SC-135, Notice of Motion to Vacate Judgment and Declaration, to ask the judge to cancel the judgment (decision). If the judge does not give you a new trial, you have 10 days to appeal the decision. File form SC-140.

For more information on appeals, see www.courts.ca.gov/smallclaims/appeals.

Do I have options? Yes. If you are being sued you can:

- **Settle your case before the trial.** If you and the plaintiff agree on how to settle the case before the trial, the plaintiff must file form CIV-110, Request for Dismissal or a written and signed settlement agreement with the clerk. Ask the Small Claims Advisor for help.

- **Prove this is the wrong court.** Send a letter to the court *before* your trial explaining why you think this is the wrong court. Ask the court to dismiss the claim. You must serve (give) a copy of your letter (by mail or in person) to all parties. (Your letter to the court must say you have done so.)
- **Go to the trial and try to win your case.** Bring witnesses, receipts, and any evidence you need to prove your case. To have the court order a witness to go to the trial, fill out form SC-107, Small Claims Subpoena and Declaration, and have it served on the witness.
- **Sue the person who is suing you.** If you have a claim against the plaintiff, and the claim is appropriate for small claims court as described on this form, you may file *Defendant's Claim* (form SC-120) and bring the claim in this action. If your claim is for *more* than allowed in small claims court, you may still file it in small claims court if you give up the amount over the small claims value amount, or you may file a claim for the full value of the claim in the appropriate court. If your claim is for more than allowed in small claims court *and* relates to the same contract, transaction, matter, or event that is the subject of the plaintiff's claim, you may file your claim in the appropriate court and file a motion to transfer the plaintiff's claim to that court to resolve both matters together. You can see a description of the amounts allowed in the paragraph above, titled "Small Claims Court."
- **Agree with the plaintiff's claim and pay the money.** Or, if you can't pay the money now, go to your trial and say you want to make payments.
- **Let the case "default."** If you don't settle and do not go to the trial (default), the judge may give the plaintiff what he or she is asking for plus court costs. If this happens, the plaintiff can legally take your money, wages, and property to pay the judgment.

What if I need more time?

You can change the trial date if:

- You cannot go to court on the scheduled date (you will have to pay a fee to postpone the trial), *or*
- You did not get served (receive this order to go to court) at least 15 days before the trial (or 20 days if you live outside the county).

Ask the Small Claims Clerk about the rules and fees for postponing a trial. Or fill out form SC-150 (or write a letter) and mail it to the court *and* to all other people listed on your court papers before the deadline. Enclose a check for your court fees, unless a fee waiver was granted.



Need help?

Your county's Small Claims Advisor can help for free.

Small Claims Court Advisory Program
<http://dcba.lacounty.gov>
 Monday - Friday, 8:00 a.m. - 4:30 p.m.
 (213) 974-9759 or (800) 593-8222

Or go to www.courts.ca.gov/smallclaims/advisor.

* Exceptions: Different limits apply in an action against a defendant who is a guarantor. (See Code Civ. Proc., § 116.220(c).) Limits do not apply in an action to recover COVID-19 rental debt. (See Code Civ. Proc., §§ 116.223 & 1179.02; form SC-500.)



La "Corte de reclamos menores" es una corte especial donde se deciden casos por \$10,000 o menos. Los individuos, o sea las personas físicas y los propietarios por cuenta propia, pueden reclamar hasta \$10,000. Las corporaciones, asociaciones, entidades públicas y otras empresas solo pueden reclamar hasta \$5,000. (Vea abajo para las excepciones.) El proceso es rápido y económico. Las reglas son sencillas e informales. Usted es el Demandado—la persona que se está demandando. La persona que lo está demandando es el Demandante.

¿Necesito un abogado? Puede hablar con un abogado antes o después del caso. Pero no puede tener a un abogado que lo represente ante la corte (a menos que se trate de una apelación de un caso de reclamos menores).

¿Cómo me preparo para ir a la corte? No tiene que presentar ningún documento antes del juicio, a menos que piense que ésta es la corte equivocada para su caso. Pero lleve al juicio cualquier testigos, recibos y pruebas que apoyan su caso. Y lea "Esté preparado para su juicio" en www.courts.ca.gov/reclamosmenores/preparesse.

¿Qué hago si necesito una modificación? Si tiene una discapacidad o tiene impedimentos de audición, llene el formulario MC-410, *Solicitud de modificaciones para discapacidad*. Entregue el formulario al secretario de la corte o al Coordinador de Acceso/ADA de su corte.

¿Qué pasa si no habla bien inglés? Solicite un intérprete al secretario de la corte lo más pronto posible. Puede usar el formulario INT-300 o un formulario de su corte local. Si no está disponible un intérprete de la corte para su juicio, es posible que se tenga que cambiar la fecha de su juicio. No puede llevar su propio intérprete para el juicio a menos que el intérprete haya sido aprobado por la corte como un intérprete certificado, registrado, o provisionalmente calificado. (Vea la regla 2.893 de las Reglas de la Corte de California, y el formulario INT-140.)

¿Dónde puedo obtener los formularios de la corte que necesito? Vaya a cualquier edificio de la corte, la biblioteca legal de su condado, o imprima los formularios en www.courts.ca.gov/smallclaims/forms (página está en inglés).

¿Qué pasa en el juicio? El juez escuchará a ambas partes. El juez puede tomar su decisión durante la audiencia o enviársela por correo después.

¿Qué pasa si pierdo el caso? Si pierde, puede apelar. Tendrá que pagar una cuota. (El Demandante no puede apelar su propio reclamo.)

• Si estuvo presente en el juicio, llene el formulario SC-140, *Aviso de apelación* (Notice of Appeal). Tiene que presentarlo dentro de 30 días después de que el secretario le entregue o envíe la decisión (fallo) del juez en el formulario SC-200 o SC-130, *Aviso de publicación del fallo* (Notice of Entry of Judgment).

• Si no estuvo en el juicio, llene y presente el formulario SC-135, *Aviso de petición para anular el fallo y Declaración para pedirle al juez que anule el fallo* (decisión). Si la corte no le otorga un nuevo juicio, tiene 10 días para apelar la decisión. Presente el formulario SC-140.

Para obtener más información sobre las apelaciones, vea www.courts.ca.gov/reclamosmenores/apelaciones.

¿Tengo otras opciones? Sí. Si lo están demandando, puede:

• **Resolver su caso antes del juicio.** Si usted y el Demandante se ponen de acuerdo en cómo resolver el caso antes del juicio, el Demandante tiene que presentar el formulario CIV-110 *Solicitud de desestimación* (Request for Dismissal) o un acuerdo de resolución escrito y firmado al secretario de la corte. Pídale al Asesor de Reclamos Menores que lo ayude.

- **Probar que es la corte equivocada.** Envíe una carta a la corte antes del juicio explicando por qué cree que es la corte equivocada. Pídale a la corte que despidá el reclamo. Tiene que entregar (dar) una copia de su carta (por correo o en persona) a todas las partes. (Su carta a la corte tiene que decir que hizo la entrega.)
- **Ir al juicio y tratar de ganar el caso.** Lleve testigos, recibos y cualquier prueba que necesite para probar su caso. Si desea que la corte emita una orden de comparecencia para que los testigos vayan al juicio, llene el formulario SC-107, *Citatorio de reclamos menores* (Small Claims Subpoena) y entrégueselo legalmente al testigo.
- **Demandar a la persona que lo demandó.** Si tiene un reclamo contra el Demandante, y el reclamo se puede presentar en la corte de reclamos menores, tal como se describe en este formulario, puede presentar el formulario SC-120, *Reclamo del demandado* (Defendant's Claim) y presentarlo en este mismo caso. Si su reclamo excede el límite permitido en la corte de reclamos menores, puede igualmente presentarlo en la corte de reclamos menores si está dispuesto a limitar su reclamo al máximo permitido, o puede presentar un reclamo por el monto total en la corte apropiada. Si su reclamo excede el límite permitido en la corte de reclamos menores y está relacionado con el mismo contrato, transacción, asunto o acontecimiento que el reclamo del Demandante, puede presentar su reclamo en la corte apropiada y presentar una moción para transferir el reclamo del Demandante a dicha corte, para poder resolver los dos reclamos juntos. Puede ver una descripción de los montos permitidos en el párrafo anterior titulado "Corte de reclamos menores".
- **Aceptar el reclamo del Demandante y pagar el dinero.** O, si no puede pagar en ese momento, vaya al juicio y diga que quiere hacer los pagos a plazos.
- **No ir al juicio y aceptar el fallo por falta de comparecencia.** Si no llega a un acuerdo con el Demandante y no va al juicio (fallo por falta de comparecencia), el juez le puede otorgar al Demandante lo que está reclamando más los costos de la corte. En ese caso, el Demandante legalmente puede tomar su dinero, su sueldo o sus bienes para cobrar el fallo.

¿Qué hago si necesito más tiempo? Puede cambiar la fecha del juicio si:

- No puede ir a la corte en la fecha programada (tendrá que pagar una cuota para aplazar el juicio), o
- No le entregaron los documentos legalmente (no recibió la orden para ir a la corte) por lo menos 15 días antes del juicio (o 20 días si vive fuera del condado).

Pregúntele al secretario de reclamos menores sobre las reglas y las cuotas para aplazar un juicio. O llene el formulario SC-150 (o escriba una carta) y envíelo antes del plazo a la corte y a todas las otras personas que figuran en sus papeles de la corte. Adjunte un cheque para pagar los costos de la corte, a menos que le hayan dado una exención.

¿Necesita ayuda? El Asesor de Reclamos Menores de su condado le puede ayudar sin cargo.

Small Claims Court Advisory Program
<http://dcba.lacounty.gov>
 Monday - Friday, 8:00 a.m. - 4:30 p.m.
 (213) 974-9739 or (800) 593-8222

O visite www.courts.ca.gov/reclamosmenores/asesores.

* Excepciones: Existen diferentes límites en un reclamo contra un garante. (Vea el Código de Procedimiento Civil, sección 116.220 (c).) Los límites no se aplican a las acciones para reclamar una deuda de alquiler del COVID-19. (Vea el Código de Procedimiento Civil, secciones 116.223 y 1179.02; y el formulario SC-500.)

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES	Reserved for Clerk's File Stamp
COURTHOUSE ADDRESS: Beverly Hills Courthouse 9355 Burton Way, Beverly Hills, CA 90210	FILED Superior Court of California County of Los Angeles 10/02/2023 David W. Shtyan, Executive Officer / Clerk of Court
PLAINTIFF(S): LAWRENCE SILVER	By: <u> T. Long </u> Deputy
DEFENDANT(S): VIA MARINA TAHITI HOMEOWNERS ASSOCIATION	
NOTICE OF ONLINE DISPUTE RESOLUTION (ODR) PROGRAM – SMALL CLAIMS	CASE NUMBER: 23BHSC01023

NOTICE TO ALL PARTIES IN THIS CASE:

The Court provides a free program to help people resolve their Small Claims case online without a court hearing. This program is called Online Dispute Resolution (ODR).

Register at <https://my.lacourt.org/odr/small-claims> within five (5) calendar days of receiving of this Notice. You have until two (2) court days before your hearing to complete ODR.

Free Help: You can request free help from a mediator after both sides register for ODR. Mediators can help you use ODR to reach a settlement agreement. Mediators are provided by mediation agencies, not by the Court.

You can avoid a court hearing. If you reach a settlement agreement, ODR will put it in the proper form and send it to the Court. If approved, your hearing will be cancelled.

You must attend your hearing if you do not have a court-approved Settlement Agreement by two (2) court days before your hearing, and you were not dismissed from the case. You may appear remotely:
<https://my.lacourt.org/laccwelcome> See LASC CIV 278 – Exchange and Submission of Evidence (Small Claims).

Confidentiality: ODR does not become part of your case file. Judges and court staff cannot see any information about your confidential ODR communications.

Visit the Court's Small Claims ODR website <https://my.lacourt.org/odr/small-claims>:

- To register for ODR
- To learn more about ODR and helpful resources for resolving your case

NOTICE OF ONLINE DISPUTE RESOLUTION (ODR) PROGRAM – SMALL CLAIMS

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES		Reserved for Clerk's File Stamp
COURTHOUSE ADDRESS: Beverly Hills Courthouse 9355 Burton Way, Beverly Hills, CA 90210		FILED Superior Court of California County of Los Angeles 10/02/2023 David W. Shyban, Executive Officer / Clerk of Court By: <u> T. Long </u> Deputy
PLAINTIFF(S): LAWRENCE SILVER		
DEFENDANT(S): VIA MARINA TAHITI HOMEOWNERS ASSOCIATION		
NOTICE OF REMOTE APPEARANCES AND EXCHANGE AND SUBMISSION OF EVIDENCE PROTOCOL		CASE NUMBER: 23BHSC01023

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.

NOTICE OF REMOTE APPEARANCES AND EXCHANGE OF EVIDENCE PROTOCOL

FILED
Superior Court of California
County of Los Angeles

APR 13 2016

Sherri R. Carter, Executive Officer/Clerk
By Rizalinda Mina, Deputy
Rizalinda Mina

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

In re Small Claims Jurisdiction Cases)
Calendared in the Los Angeles County) GENERAL ORDER re SMALL CLAIMS
Superior Court) PROCEDURES: NOTICE of WEB
) PORTAL AVAILABILITY for
) INTERPRETER REQUESTS
) (Effective April 13, 2016)

TO EACH PARTY:

In order to expedite the availability of interpreters at hearings on small claims cases, IT IS HEREBY ORDERED that each Small Claims plaintiff shall, along with the *Plaintiff's Claim and Order to Go to Small Claims Court*, serve all named defendants with the *Notice of the Availability of Web Portal for Interpreter Requests*; this notice or flyer generally informs litigants that the Los Angeles County Superior Court provides interpreter services in small claims hearings at no cost to parties with limited English proficiency and that Spanish language interpreters are readily available in all courtrooms where Small Claims hearings are held. The notice or flyer will be provided to the claimant at the time the Small Claims action is filed, if filed at the clerk's office, and will also be posted on the Los Angeles County Superior Court internet website (<http://www.lacourt.org/>). Plaintiff(s) must then indicate service of the *Notice of Availability of Small Claims Web Portal for Interpreter Requests* on line 3(d) of the Proof of Service form (Form SC - 104) filed with the court.

Effective immediately, this General Order supersedes any previous order related to service of the *Notice of Availability of Web Portal for Interpreter Requests* and is to remain in effect until otherwise ordered by the Presiding Judge.

DATED: April 13, 2016



Carolyn B. Kuhl
CAROLYN B. KUHL
PRESIDING JUDGE

Notice of Availability of Small Claims Web Portal for Interpreter Requests

The Los Angeles Superior Court provides interpreter services at no cost to parties with limited English proficiency in Small Claims hearings. Spanish language interpreters are readily available in all courtrooms where Small Claims hearings are held. If you require a Spanish interpreter, please let the courtroom staff know about your need, on the day of your hearing. Limited English proficient individuals who speak a language other than Spanish may request an interpreter in advance of their court hearing via the Court's Web Portal for Interpreter Requests <http://www.lacourt.org/irud/UI/index.aspx?ct=SC>. While the Court will make every effort to locate an interpreter for the date and time of your hearing, it cannot guarantee that one will be immediately available. If you have questions about language access services please contact LanguageAccess@LACourt.org

关于小额索赔传译员申请门户的可用性通知

在小额索赔庭审中，洛杉矶高等法院为英语能力有限的所有当事人提供免费传译员服务。在举行小额索赔庭审的所有法庭中，均有现成的西班牙语传译员。如果您需要西班牙语传译员，请在您的庭审日期将您的需求告知法庭工作人员。在庭审前，英语能力有限的非西班牙语人士可通过法院的传译员申请网络门户 <http://www.lacourt.org/irud/UI/index.aspx?ct=SC> 提前申请传译员。法院会尽力按您的庭审日期和时间安排传译员。但法院无法保证能够及时提供传译员。如果您有任何疑问，请联系 LanguageAccess@LACourt.org。

통역사 신청을 위한 소액 청구 웹 포털 이용 통지

로스앤젤레스 상급법원은 소액 청구 실리에서 영어가 능숙하지 않은 당사자들에 대해 통역 서비스를 무료로 제공합니다. 스페인어 통역사는 소액 청구 실리가 열리는 모든 법정에서 손쉽게 제공할 수 있습니다. 스페인어 통역사가 필요한 경우에는 실리가 열리는 날에 법정 직원에게 알려 주십시오. 스페인어가 아닌 다른 언어를 사용하고 영어가 능숙하지 않은 개인들은 통역사 신청을 위한 법원 웹 포털을 통해서 재판일 전에 통역사를 신청할 수 있습니다(<http://www.lacourt.org/irud/UI/index.aspx?ct=SC>). 법원은 실리 날짜와 시간에 통역사를 찾기 위해 모든 노력을 기울일 것이나, 통역사를 즉시 제공한다는 것을 보장할 수 없습니다. 언어 접근 서비스에 대한 질문이 있으시면, 다음의 이메일 주소로 연락해 주십시오. LanguageAccess@LACourt.org.

Aviso de disponibilidad del Portal web de reclamos menores para solicitar intérpretes

La corte superior de Los Ángeles brinda servicios de intérprete sin cargo para audiencias de reclamos menores a las partes que tienen conocimientos limitados de inglés. Se dispone de intérpretes de español en todas las salas donde se realizan audiencias de reclamos menores. Si necesita un intérprete de español, infórmelo al personal de la sala del juzgado el día de su audiencia. Los individuos con conocimientos limitados de inglés que hablan un idioma que no sea el español pueden solicitar un intérprete antes de la audiencia en la corte por medio del Portal web de la corte para solicitar intérpretes (<http://www.lacourt.org/irud/UI/index.aspx?ct=SC>). La corte hará el mayor esfuerzo posible para programar un intérprete para la fecha y hora de su audiencia; sin embargo, no le podemos garantizar que haya uno disponible en forma inmediata. Si tiene alguna pregunta sobre los servicios de acceso lingüístico, envíe un mensaje a LanguageAccess@LACourt.org.

Մանկացույցի Թարգմանչական ծառայության ինդքսի ներկայացնելու համար նախատեսված Փոֆր հայցերի առցանց դարձուսի առկայության մասին

Լոս Անջելոսի Առաջին աստիճանի դատարանի անկիմար բարձրանչական ծառայություններ և սրահարարական Փոֆր հայցերի վարչությունի՛ն անդլլլլլի սահմանափակ խնացություն ունեցող կարևորին: Իսպաներենի բարձրանչական սահայությունը Փոֆր հայցերի լսումներ անցկացնող բոլոր դատարաններում ապահովված է: Երբ խոսաներենի բարձրանչի կարիք ունի, ապա խնդրում ենք այդ մասին Ձեր լսումն օրը տեղեկացնող դատարանի դռնիկին անմանկողմին Անգլլլլի սահմանափակ խնացություն ունեցող անձին, այլև խոսում են ոչ իսպաներեն, այլ մեկ այլ լեզվով, կարող են բարձրանչի ինդքսի ներկայացնել հարյուր՝ հայտան իրենց լսումն օրը, Խոսարանի՛ Թարգմանչական ծառայության ինդքսի ներկայացնելու համար նախատեսված առցանց դարձուսի միջոցով՝ <http://www.lacourt.org/irud/UI/index.aspx?ct=SC>: Թեև դատարանն ունեն ինչ կանի Ձեր լսումն օրն ու ժամին բարձրանչի ներկայություն ապահովելու համար, սակայն դատարանը չի երաշխավորում, որ նման ներկայություն անհիջաբան ինդքսի կլինի ապահովել: Կարևորան ծառայությունն ու ծառայություններին վերաբերող երկրորդ լեզվի լեզվով լեզվի մասին LanguageAccess@LACourt.org

Thông Báo về Cổng Vào Khu Kiện Nhỏ để Xin Cung Cấp Thông Dịch Viên

Tòa Thượng Thẩm Los Angeles cung cấp dịch vụ thông dịch viên miễn phí cho những bên kiện có khả năng Anh Ngữ giới hạn trong những vụ Kiện Nhỏ. Có sẵn thông dịch viên tiếng Tây Ban Nha tại tất cả các phòng xử Vụ Kiện Nhỏ. Nếu quý vị cần thông dịch viên tiếng Tây Ban Nha, xin cho nhân viên phòng xử biết về nhu cầu của quý vị, vào ngày xử. Người có khả năng Anh Ngữ giới hạn và nói một ngôn ngữ không phải tiếng Tây Ban Nha có thể xin cung cấp thông dịch viên trước ngày có phiên tòa của họ qua Cổng Web của Tòa cho Các Yêu Cầu Cung Cấp Thông Dịch Viên <http://www.lacourt.org/irud/UI/index.aspx?ct=SC>. Tuy tòa sẽ nỗ lực để tìm một thông dịch viên cho ngày giờ phiên tòa của quý vị, tòa không thể bảo đảm sẽ có ngay. Nếu quý vị có thắc mắc về các dịch vụ ngôn ngữ, xin liên lạc với LanguageAccess@LACourt.org

SEP 04 2020

Sherri R. Carter, Executive Officer/Clerk
By Lorena Albino Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES**

IN RE SMALL CLAIMS PROTOCOL FOR) 1st AMENDED STANDING ORDER RE:
EXCHANGE AND SUBMISSION OF) EVIDENCE EXCHANGE
EVIDENCE)
)
)
)
)

Pursuant to Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.

As a result of the COVID-19 pandemic, it is imperative to practice social distancing in courthouses and courtrooms. To that end, the Los Angeles Superior Court encourages remote appearances by audio or video in Small Claims cases via LA CourtConnect (<https://www.lacourt.org/lacc>). In order to facilitate remote appearances, the court has developed a protocol for the exchange of evidence between or among the parties in advance of the hearing and for submission of the evidence to the court in advance of the hearing. Evidence will be destroyed after the ruling unless parties provide a self-addressed envelope with sufficient pre-paid postage at the time of submission of evidence to the court.

Any party in a Small Claims matter that wishes to submit evidence to support their respective position, whether appearing remotely or in person, is ordered to:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in the matter, in any manner that ensures receipt of the evidence at least ten (10) days in advance of the hearing. The party must be able to provide proof of sending the evidence to the court if requested.
2. Send a copy of any evidence the party wishes the court to consider to the court ten (10) days prior to the hearing date. Each party must follow the procedures set forth below:


- 1 a. Each party must complete form LASC CIV 278 Exchange and Submission of
2 Evidence (Small Claims). The form must be placed inside the envelope with the
3 evidence. The form is attached and can be found on the court's website at
4 <http://www.lacourt.org>.
- 5 b. Each party must complete a mailing label and attach it to the outside of the
6 envelope. The mailing label must contain the following information: (a) case
7 number, (b) case name, (c) date of hearing, (d) identity of party submitting the
8 evidence, and (e) courtroom number or department number in which the matter will
9 be heard. The mailing label form LASC CIV 279 is attached and can be found on
10 the court's website at <http://www.lacourt.org>.
- 11 c. Each party submitting evidence must include a self-addressed envelope with
12 sufficient pre-paid postage if the submitting party would like the evidence returned
13 after the hearing.
- 14 d. A list of the addresses for the courthouses and courtrooms that hear Small Claims
15 matters can be found at <http://www.lacourt.org/courthouse/mode/division/smallclaims>.

16 A party's failure to exchange and submit evidence to the court with proof of compliance and
17 mailing, may result in the evidence not being considered by the court.

18 The plaintiff is further ordered to serve a copy of this Standing Order with the Plaintiff's Claim
19 and ORDER to Go to Court (SC-100), along with all other information sheets, as required.

20 IT IS SO ORDERED.

21
22 Dated: 9/4/20


23 Judge Samantha P. Jessner
24 Supervising Judge, Civil Division
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Exchange and Submission of Evidence (Small Claims)

Fill in court name and address
 Superior Court of California,
 County of Los Angeles

Important: This form is to be used to submit evidence to the court and the opposing party. Read the other side of this form before you fill out the form.

Pursuant to Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.

Each party who wishes to submit evidence is ordered to exchange and submit evidence to the court at least ten (10) days prior to the hearing and show proof of compliance (1st Amended Standing Order Re: Evidence Exchange 2020-SJ-015-01).

A party's failure to comply may result in the evidence not being considered by the court.

Case Number: _____

Case Name: _____

My Name is: _____

My hearing is now scheduled on

My Mailing Address is: _____

(date) _____

at (time) _____

I am a (check one): Plaintiff Defendant in this case.

in Department _____

INSTRUCTIONS:

List each item of evidence separately and briefly describe it. Please provide copies only, as evidence will be returned only if a self-addressed envelope with sufficient pre-paid postage is submitted. If you need more space, attach one sheet of paper.

1. _____
2. _____
3. _____
4. _____
5. _____

The parties listed below have been served with a copy of my evidence.

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Instructions for Form LASC CIV 278, Exchange of Evidence (Small Claims) (This form must be used to submit evidence to the court)

To facilitate remote appearances, evidence must be exchanged between or among the parties and submitted to the court in advance of the hearing pursuant to 1st Amending Standing Order Re: Evidence Exchange (effective September 4, 2020).

Each party who wishes to appear remotely must do the following:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in a manner that ensures receipt of the evidence at least ten (10) days prior to the hearing date;
2. Send a copy of any evidence the party wishes the court to consider to the court that ensures receipt of the evidence at least ten (10) days prior to the hearing date;
3. Place a copy of the evidence in an envelope;
4. Place a completed copy of this form inside the envelope;
5. Enclose a self-addressed envelope with sufficient pre-paid postage in the envelope, if you want the evidence returned to you after the hearing;
6. Seal the envelope;
7. **COMPLETE THE MAILING LABEL AND ATTACH TO THE ENVELOPE;**
8. Mail to the clerk of the court at the address of the courthouse where your case is pending or place in the Civil drop-off box located outside the courthouse. The courthouse addresses are listed below;
9. If requested, the party must provide proof of sending the evidence to the court and to the opposing party or parties;
10. A remotely-appearing party's failure to exchange evidence with the opposing party and submit evidence to the court with proof of mailing in advance of the hearing and as set forth herein, may result in the evidence not being considered by the court.

Michael Antonovich Courthouse
Antelope Courthouse
Small Claims Courtroom
42011 4th Street West
Lancaster Lancaster, CA 93534

Bellflower Courthouse
Small Claims Courtroom
10025 Flower Street
Bellflower, CA 90706

Chatsworth Courthouse
Small Claims Courtroom
9425 Penfield Avenue
Chatsworth, CA 91311

Compton Courthouse
Small Claims Courtroom
200 West Compton Blvd
Compton, CA 90220

Inglewood Courthouse
Small Claims Courtroom
One Regent Street
Inglewood, CA 90301

Governor George Deukmejian
Long Beach Courthouse Small
Claims Courtroom
275 Magnolia Avenue
Long Beach, CA 90802

Pasadena Courthouse
Small Claims Courtroom
300 East Walnut
Pasadena, CA 91101

Santa Monica Courthouse
Small Claims Courtroom
1725 Main Street
Santa Monica, CA 90401

Stanley Mosk Courthouse
Small Claims Courtroom
111 North Hill Street
Los Angeles, CA 90012

Van Nuys Courthouse
Small Claims Courtroom
6230 Sylmar Avenue
Van Nuys, CA 91401

West Covina Courthouse
Small Claims Courtroom
1427 West Covina Parkway
West Covina, CA 91790

LOS ANGELES SUPERIOR COURT
WEST DISTRICT, BEVERLY HILLS COURTHOUSE
9355 BURTON WAY
BEVERLY HILLS, CA 90210

From: _____

To: _____

Date: _____ Time: _____

Department: _____

Case Number: _____

LASC CIV 279 NEW 07/20
For Mandatory Use

Small Claims Mailing Label

From: _____

To: _____

Date: _____ Time: _____

Department: _____

Case Number: _____

LASC CIV 279 NEW 07/20
For Mandatory Use

Small Claims Mailing Label

DEC 07 2020

hemi R Carter, Executive Officer/Clerk

Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES**

IN RE MEET AND CONFER IN SMALL CLAIMS)
CASES) STANDING ORDER

TO EACH PARTY AND TO THE ATTORNEY OF RECORD FOR EACH PARTY, IF ANY:

PLEASE TAKE NOTICE that pursuant to California Code of Civil Procedure §§ 128 and 187; California Rules of Court, rule 10.603; and the inherent powers of the Court (In re: Reno (2012) 65 Cal.4th 428, 522), the Court HEREBY ORDERS AS FOLLOWS:

Each Plaintiff is ordered to register for Online Dispute Resolution (ODR) at <https://my.lacourt.org/odr/small-claims> within five calendar days of case filing.

Each Defendant is ordered to register for ODR at <https://my.lacourt.org/odr/small-claims> within five calendar days of receiving the Plaintiff's Claim and Order to Go to Small Claims Court.

Once all parties have registered for ODR, each party is ordered to participate in good faith settlement discussions through the ODR website. The settlement discussions must be completed at least two court days prior to the date set for trial. Settlement forms may be completed, signed, and filed through the ODR website.

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1 The plaintiff is further ordered to serve a copy of the following documents on the other party or
2 parties in the matter: (1) this Standing Order, (2) a copy of the Plaintiff's Claim and Order to Go to
3 Court (Form SC-100), and (3) a copy of the Notice to use ODR (LASC Form SMCL 018).

4 IT IS SO ORDERED.

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6 Date: 12/7/2020



7 Judge Samantha P. Jessner
8 Supervising Judge, Civil Division
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