



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

SMALL CLAIMS COURT TO-DO / REFERENCE LIST

This document provides information to assist small claims litigants prepare for trial.

1. Have your **claim served**. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form # SC-064) for additional information.)
2. File **proof of service** of your claim, do not use the Exhibit Upload Application, in the court's business office at least **five days** before trial. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form # SC-064) for additional information.)
3. Request an **interpreter**, if needed, as early as possible before trial. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form #SC-064) for additional information.)
4. Gather and **organize all exhibits** you want to show the judge. Tab exhibits using numbers (1,2,3) and or letters (A, B, C) and number pages. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form #SC-064) for additional information.)
5. Submit (mail, deliver, or upload) copies of your exhibits to the court at least **10 days before trial**. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form #SC-064) for additional information.)
6. **Send copies** of your **exhibits** to the opposing party at least **10 days** before trial. (See Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances (SDSC Form #SC-064) for additional information.)
7. Consider attending mediation before the trial. (See Mediation Information for Small Claims Parties (SDSC Form #SC-063) for additional information.)

NOTE: For additional information refer to the following:

- **Pre-Trial Checklist – Small Claims Trials Remote and In-Person Appearances** (SDSC Form #SC-064)
- **Mediation Information for Small Claims Parties** (SDSC Form #SC-063)
- **Court's Website** - www.sdcourt.ca.gov
- **Small Claims Legal Advisor** – (858) 634-1777