



Superior Court of California

County of San Francisco

Small Claims Division
400 McAllister Street, Room 103
San Francisco, CA 94102

Explanation of Telephonic Request Procedure Small Claims Division

If you are requesting a telephonic appearance you will need to do the following:

1. ***At least 10 days before the hearing*** the party requesting to appear by telephone must obtain and submit the following forms to the Court:
 - Request to Appear by Telephone;
 - Declaration Re: Request to Appear by Telephone;
 - Order Re: Request to Appear by Telephone.
2. Fill out pages 2, 3, and the top half of page 4. Mail these original forms, with one set of copies, and a self-addressed stamped envelope, to the Small Claims Division, San Francisco Superior Court, 400 McAllister Street, Room 103, San Francisco, CA 94102.
3. After a Judicial Officer reviews your request, the court will send you a signed copy of the order whether it is granted or denied. If your request is granted see #4 below. If the request is denied an appearance is required.
4. If the request is granted, the party requesting to appear by telephone must contact the court's approved vendor, CourtCall, to set up a telephonic appearance at 1-888-88-COURT, or 1-888-882-6878.
In addition, the order, granting telephonic appearance, and associated fees, must be submitted to CourtCall.
5. If you have documents, pictures, or other evidence in your case, that you want the Court to consider,
send them to the Court at least 5 days in advance of the hearing.
6. On the day of your hearing, when you are appearing by telephone, be prepared to discuss your case as if you were present in court.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO
SMALL CLAIMS DIVISION

<p>Name:</p> <p>Address:</p> <p>Phone Number:</p> <p>Fax Number and/or email address:</p>	
<p>_____ ,</p> <p style="text-align: center;">Plaintiff(s),</p> <p>Vs.</p> <p>_____ ,</p> <p style="text-align: center;">Defendant(s).</p>	<p>CASE NO. _____</p> <p>Hearing Date _____</p> <p>Time _____</p> <p>Department _____</p> <p style="text-align: center;">REQUEST TO APPEAR AT HEARING BY TELEPHONE (SMALL CLAIMS)</p>

Party requesting to appear by telephone _____
(Print Name)

Reason for this Request _____

OR

- I am not a California resident; I reside in the state of _____.
- I work outside of the state of California. I work in _____.
- I live outside of the nine bay area counties (Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco, Santa Clara, Solano, Sonoma). I live in _____ county.
- I am incarcerated at _____ jail/prison and will be incarcerated at the time of the court hearing.
- Other extraordinary circumstances:

Request to Appear by Telephone

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO
SMALL CLAIMS DIVISION

Name: Address: Phone Number: Fax Number and/or email address:	
_____, Plaintiff(s), vs. _____, Defendant(s).	CASE NO. _____ Hearing Date _____ Time _____ Department _____ DECLARATION RE REQUEST TO APPEAR AT HEARING BY TELEPHONE (SMALL CLAIMS)

1. I gave notice of the Request to Appear by Telephone to the:
 Plaintiff Defendant

On (date): _____

By:

- Telephone call at (phone number): _____
- Personally informing at (address): _____
- Giving copy of the Request to Appear by Telephone by:
- Personal delivery at _____ a.m. p.m. on (date) _____.
- Overnight mail/other overnight carrier, sent at _____ a.m. p.m.
 On (date): _____.
- Fax transmission at _____ a.m. p.m. on (date): _____.
- Other: _____

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____

(Signature)

Declaration re Request to Appear by Telephone

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO
SMALL CLAIMS DIVISION

Name: Address: Phone Number: Fax Number and/or email address:	
_____ Plaintiff(s), Vs. _____ Defendant(s).	CASE NO. _____ Hearing Date _____ Time _____ Department _____ ORDER RE REQUEST TO APPEAR AT HEARING BY TELEPHONE (SMALL CLAIMS)

Plaintiff's Defendant's request to appear by telephone at the hearing

scheduled for _____ is hereby GRANTED DENIED

The Plaintiff Defendant shall call the Court's approved vendor to set up the telephonic appearance and pay associated fees. The Plaintiff Defendant shall notify the Plaintiff Defendant of this order by any reasonable means, including by telephone, fax or mail.

The Plaintiff Defendant shall send, in advance of the hearing date, any documents, pictures, or other evidence concerning the case that you wish the Court to consider, so the Court can review them during your hearing.

On the day of your hearing, be prepared to discuss your case just as if you were present in court.

Date: _____

Judge of the Superior Court/Judicial Officer

Order Re Request to Appear by Telephone