

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sfsuperiorcourt.org>



## **SMALL CLAIMS INSTRUCTIONS**

You will need the following forms to file your Small Claims Action:

1. INFORMATION FOR THE SMALL CLAIMS PLAINTIFF (Form SC-100-INFO, 2 pages)

2. PLAINTIFF CLAIM AND ORDER TO GO TO SMALL CLAIMS COURT (Form SC-100, 5 pages)

This form must be completely filled out. You may type, neatly print, or use the tillable forms online. It must be signed and dated by the party(s) bringing the action. A separate check or money order must be remitted with each claim you file, made payable to "Clerk, Superior Court." Credit card payments can be made in person but not on the telephone (see fee schedule attached). Please attach a note indicating first and second choices of the hearing time you prefer: 8:30 AM, 10 AM, 11 AM, 1:30 PM, 5:30 PM or 6:30 PM.

3. WHAT IS "PROOF OF SERVICE"? (Form SC-104, 2 pages)

4. PROOF OF SERVICE (Form SC-104, 2 pages)

5. HOW TO SERVE A BUSINESS OR PUBLIC ENTITY (Form SC-104C, 2 pages)

6. SERVICE BY RETURN RECEIPT BY THE CLERK, and INSTRUCTIONS (SFSCCL-004, 3 pages)

If you want this office to mail your claim to the defendant by Certified Mail, one form must be completed and returned to each defendant. Enclose a check for \$15.00 payable to "Clerk, Superior Court" for each defendant you wish to serve. Do not fill in the section at the bottom headed "Clerk's Certificate of Mailing Claim by Certified Mail."

**NOTE:** If the person to whom the Certified Mail is addressed does not sign, or if the signature is clearly by someone other than the addressee, such service is invalid. If the signature is illegible, the court may (at the time of the hearing) review the signature and hold that it is not acceptable, take the case off calendar, and ask that you re-serve the claim prior to a new court hearing date. Please call the office or check the court's website at <https://www.sfsuperiorcourt.org> not less than 20 days after filing your claim to learn if the defendant was properly served.

7. FICTITIOUS BUSINESS NAME (Form SC-103, 1 page)

If you, as plaintiff, are suing under a fictitious business name, this form must be completed and returned to this office.

The above forms can be located here: <https://www.courts.ca.gov/forms.htm?filter=SC>

**Small Claims Hours and Location**

Office Days and Hours: 400 McAllister Street, Room 103  
Monday through Friday, 8:30 AM to 2:00 PM

ACCESS/Self-Help Center: 400 McAllister Street, Room 512  
**Small Claims Assistance will only be provided on Wednesdays on a first come first served basis**  
Morning Session: 9:00 AM - 11:30 AM  
Afternoon Session: 1:45 PM - 4:00 PM

Hearings are held in Dept. 506 on the following Days and Times

Days	AM Session			PM Session			
Monday			11:00 AM	1:30 PM	3:30 PM	5:30 PM	6:30 PM
Tuesday		10:00 AM		1:30 PM	3:30 PM		
Wednesday	8:30 AM	10:00 AM		1:30 PM	3:30 PM		
Thursday	8:30 AM		11:00 AM	1:30 PM	3:30 PM		
Friday	8:30 AM	10:00 AM		1:30 PM	3:30 PM		

Order of Examinations Days and Time: Monday AND Thursday, 11:00 AM

**For Basic Small Claims Information, Forms and Fees, visit <https://www.courts.ca.gov/selfhelp-smallclaims.htm>.**

### Small Claims Fees Effective on March 03, 2020

<b>Filings</b>	Plaintiff's or Defendant's Claim under \$1,500	\$30.00
	Plaintiff's or Defendant's Claim between \$1,500 and \$5,000	50.00
	Plaintiff's or Defendant's Claim between \$5,001 and \$10,000	75.00
	Over 12 Plaintiff's or Defendant's Claim filed by the same party in the preceding 12 calendar months	100.00
<b>Issuance</b>	Writ of Execution	\$40.00
	Abstract of Judgment	40.00
	Application for Order of Examination of Judgment Debtor	60.00
<b>Miscellaneous</b>	Postponement (Continuance or Reset) of Hearings	\$10.00
	Service of Claim by Certified Mail	15.00
	Certification of Documents	25.00
	Photocopy per page	0.50
	Notice of Appeal	75.00
	Certificate of Facts re: Unsatisfied Judgment to Court	\$15.00
	Certificate of Facts re: Unsatisfied Judgment to DMV	25.00
	Payment of Judgment to the Court	20.00
	Motion to Vacate	20.00
	Exemplification (Sister State Judgment)	\$50.00
	Renewal of Judgment	45.00
	Searching Records Files (for each search longer than 10 minutes)	15.00
	Reset on Application For Order of Examination of Judgment Debtor	60.00