

### 1. What kinds of disputes can I take to small claims court?<sup>1</sup>

You can use the small claims court if you have a dispute with a person, company or government agency involving \$5,000 or less. You may file an unlimited number of claims for \$2,500 or less during any calendar year. You cannot, however, file more than two cases in small claims court for more than \$2,500 each during a calendar year.<sup>2</sup>

You might want to take a dispute to small claims court, which is called "making or filing a claim," if, for example:

- Someone dents your fender and refuses to pay for repairs.
- Your new sofa comes apart at the seams, and the store will not fix it or give back your money.
- The dry cleaner ruins your favorite shirt and will not pay you anything.
- The landlord will not return your security deposit, even though you left the apartment in good condition.
- You loaned money to someone who will not pay it back.

### 2. What can I do if I am owed more than the small claims limit?

You may want to hire a lawyer and sue in a higher court. Or, you may cut your claim to fit the \$5,000 limit.

For example, if a person owes you \$5,400, you can give up \$400 in order to bring your claim down to the \$5,000 limit. However, you can't sue the person twice — once for \$5,000 and then for \$400.

Also, keep in mind that between January 1 and December 31 of any year, you cannot file more than two claims for more than \$2,500 each.

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[http://calbar.ca.gov/state/calbar/calbar\\_generic.jsp?cid=10581&id=2175](http://calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10581&id=2175)

<sup>2</sup> *Information for the Small Claims Plaintiff from Adopted for Mandatory Use Judicial Council of California SC-150 (Rev. July 1, 2003)*

When you take a dispute to small claims court, you may be entitled to receive "costs" from the other person. These are such charges as filing fees, the costs of notifying the person you are suing, and witness fees. Ask the court to add these costs to the "judgment," which is the amount of money that the court says the other person owes you.

### 3. Should we settle out of court?

You must decide whether the small claims court is the best answer to your problem. You will have to spend some time getting ready for a court hearing. You also may have to take time off work to visit the small claims court clerk's office and to attend the hearing.

Even if you win, the person you sued may not have the money to pay you. Then, you will need to spend more time and money trying to collect. If you do not have time to collect the money yourself, you may have to hire a collection agency. The agency may charge a fee of up to 50 percent of the money it collects.

Instead of going to court, you can consider:

- **Dealing directly with the other party.** Both of you may end up saving time and money if you can agree on a way to settle the dispute. Let's say that you are the person being sued. If someone says you owe \$300, you might say, "I think you are wrong about that, but I would be willing to pay you \$150 so that we can both forget it." If you do this, be sure to have a written agreement and keep a signed copy in a safe place. Also, check with the clerk of the small claims court to be sure that the lawsuit is dismissed.
- **Arbitration.** If your dispute involves a contract, check to see if the contract includes the right to arbitrate in case of a disagreement. This means you can submit the contract dispute to an independent, impartial panel that will hear both sides and recommend a solution. If you file a suit in small claims court, you may give up the right to arbitrate the dispute later.

- **Mediation.** This means that a neutral third party — a person who is not involved in the dispute — tries to help you and the other party come to an agreement. Mediation is voluntary, and mediators do not give their opinions. Instead, they help people exchange information and ideas, and talk about ways to settle their differences. Check with the small claims court clerk to see if there is a mediation center in your area.

#### 4. How does the small claims court work?

In most instances, lawyers are not allowed in small claims court, so you must represent yourself. However, you can talk to a lawyer beforehand (see #13). This is true whether you are the *plaintiff* — the person who is suing — or the *defendant* — the person being sued. Small claims courts are informal. They do not have complicated ways of doing things. No one is allowed to make objections. And there are no juries.

Cases move quickly. Usually, a hearing is scheduled within 40 days. However, if one of the people involved lives outside of the county, it might take up to 70 days. You do not have to be a United States citizen to use the small claims court. You do have to be at least 18 years old and mentally competent. If you are not, the court must appoint a guardian — parent, relative or adult friend — to sue for you.

When you file your claim, the court clerk generally will set the hearing date. In larger communities, small claims court is held some evenings or on Saturday once a month.

#### 5. How do I file my claim?

Before you file a claim, you must demand payment from the other person, and that person must refuse to pay or ignore your demand. It is a good idea to make the demand in writing and keep a copy.

Most personal injury claims must be filed within one year. But claims dealing with property damage, written contracts and many other problems can be filed even after a year has passed. Also, time limits and procedures are different if you want to sue a federal agency. So, be sure to ask the small claims advisor for information.

Here are three basic steps in filing a claim:

**Step 1:** Fill out and sign a Claim of Plaintiff form. You will need the following information:

- **The right place.** You need to file your claim in the proper courthouse. Depending on the reason you are suing, this can be where the dispute took place, where the person you are suing lives, where the firm you are suing does business, where the contract you made was supposed to be fulfilled or where the accident that led to your dispute took place. Check with the small claims advisor, whom you can contact through your county small claims court, to be sure you file in the right place.
- **The defendant's proper name.** This is very important. If you do not correctly state the name of the person or company in your claim, the case may be dismissed. Then, you may have to start over. An incorrect name also may cause problems when you try to collect money from the defendant.

If you sue individuals, you will need each person's full name and address. For a business, you will need the names of the company and the owners. When a corporation is involved, be sure to get its full name and address. You also need the name and address of an officer or some other person that legally can be notified of a lawsuit. You can get this information about corporations that do business in California by visiting the Secretary of State's Web site at [www.ss.ca.gov](http://www.ss.ca.gov). (Click on "California Business Portal," then "California Business Search.") Or, you can request

such information by writing to:  
Secretary of State, "Statement of  
Information," 1500 11th Street,  
Sacramento, CA 95814. There may be a  
small fee; call 916-657-5448 for more  
information.

If the case involves a car accident, it is  
very important to get the full names and  
addresses of the registered owner and  
the driver — if they are not the same  
person. You also can ask for the name of  
the car's legal owner.

- **The facts of the dispute.** You must  
know exactly how much money you are  
claiming, the reason why you are  
claiming the money, and the date and  
place that the dispute got started.

**Step 2:** Pay the filing fee. If you cannot afford  
this fee or any other costs involved, you may not  
have to pay. Ask the clerk for a fee waiver form.

**Step 3:** Notify the defendant. You must arrange  
to have a copy of the Claim of Plaintiff served or  
delivered to each defendant you are suing. The  
law says that any person who is 18 or older and  
who is NOT involved in the case can deliver the  
notice.

There are four ways in which you can notify the  
defendant. You can arrange to have someone  
from the sheriff's, marshal's or constable's office  
serve the notice. Although it costs more, you can  
hire a process server to make the delivery. The  
court clerk can send the notice for you by  
certified mail for a small fee for each defendant.  
Or, a friend over the age of 18 can act as a  
process server for you.

In some cases, you may be able to use  
substituted service. This means that someone  
other than the defendant can receive the notice  
that you are suing. See your small claims  
advisor to find out if you can, or should, use  
substituted service.

If you win the case, you may be able to get back  
the cost of serving the Claim of Plaintiff.

If you use a process server or a friend, be sure  
the person completes and signs the form saying

that the notice was delivered to the defendant.  
This notice is called Proof of Service. The  
person must return the form to the small claims  
clerk's office. He or she also must understand  
that the Claim of Plaintiff must be served  
personally on the person being sued; it cannot be  
left on a doorstep or stuffed in a mailbox.

Defendants must receive the Claim of Plaintiff at  
least 15 days before the hearing, if they live in  
the county where it will be held. If they live  
outside the county, they must receive it at least  
20 days before the hearing. Otherwise, unless a  
defendant chooses to show up and say, "Let's go  
ahead anyway," the judge must delay the hearing  
for at least 15 days.

If you have not served any defendant within the  
required time, you may request a new trial date.  
This request may be made either in writing or by  
appearing in person at the small claims counter.  
The request must be received by the court at  
least 3 court days prior to the scheduled trial  
date. There is no fee for resetting a hearing date  
due to lack of service.<sup>3</sup>

## **6. What if I have a claim against the person who is suing me?**

First, you must demand that the person pay you  
the exact amount that you believe you are owed.  
If you do not receive the money, you may file a  
Claim of Defendant against the plaintiff. This is  
a paper that says how much the other person  
owes you and why.

You can get the form from the small claims  
clerk. Do this well before the hearing date  
because, in most cases, the person suing you  
must receive the form at least five days before  
the hearing.

You must serve the Claim of Defendant in the  
same way that a Claim of Plaintiff is served (see  
#5).

## **7. What should I do before going to court?**

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<sup>3</sup> Small Claims Filing Packet, Superior Court of  
California, County of Contra Costa

Try not to be nervous. Keep in mind that the judge — or mediator, in some cases — is experienced in settling disputes and will try to come to a fair decision.

If you think you will have trouble remembering all the facts or talking to the judge, write down a list of the important points so you won't forget anything. Or, have someone write the list for you. Then, rehearse what you want to say in front of a friend, a family member or a mirror. If necessary, you can read your remarks to the judge. But do not plan to make a long statement.

You also can ask the small claims court advisor to help you prepare for the hearing. And although you cannot take a lawyer to court with you, you have every right to talk with one beforehand (see #13).

### **8. What should I bring to court?**

Bring the original copies of all the papers that you need to prove your case. For example, bring any letter, contract, rental agreement, deed, canceled check, repair bill, IOU, written damage estimate, diagram, drawing or photograph that will help your case.

You also should bring two photocopies of every original. You may be asked to give one copy to the person you are suing and one to the court. Depending on the reason you are going to court, you might even bring the shirt that the dry cleaner ruined or the blender that does not work.

If you have any witnesses, you must bring them to court with you. The judge generally will not consider what a witness has to say unless the person says it in court. But if your witnesses cannot appear in court, bring signed statements or "declarations" just in case the judge allows them. If possible, have the statements notarized.

If a witness refuses to attend, the court can issue a *subpoena* — an official paper ordering the person to come to court. The small claims clerk can tell you how to do this. If you subpoena a witness, you must be prepared to pay the person

a set fee each day plus a certain amount per mile to and from the court. Ask the judge at the hearing to add these costs to the judgment (see #2).

Make a brief statement of the facts, covering the important points. Answer the judge's questions carefully. Do not insult or argue with the other party, even if you get angry.

Sometimes the judge announces the decision at the end of the hearing. But often the case will be "taken under submission," which gives the judge time to review the law carefully. In this case, you will receive the judge's decision in writing in about two weeks.

### **9. What happens if I do not show up for the hearing?**

If you are the defendant and cannot go to court at the time of the hearing, write the small claims clerk as soon as possible. Ask if you can get the date changed. In making such a request, you will be required to pay a fee. Otherwise, if you are properly notified about the hearing and do not show up, the judge is likely to order a default judgment against you. This means the court — after hearing evidence from the other side — has decided against you.

If you are the plaintiff and you do not show up, the judge may dismiss your case or decide in favor of the defendant.

In either case, to get a second chance to tell your side of the story, there must be a very good reason why you did not attend the hearing. If you think the judge will accept the reason, file a motion to "vacate the judgment." You must do this within 30 days of the date that the clerk mailed you the notice of the court's decision. In addition, you will be required to pay a fee. The clerk will give you the forms to fill out. If you do not file this motion, you will not be allowed to appeal the decision to a higher court either.

### **10. If I lose, can I appeal the decision?**

Only defendants can appeal the decision of the small claims court. So, if you are the plaintiff,

you cannot appeal — unless the defendant files a Claim of Defendant (see #6) against you, and you lose this case.

If you believe that the judge has made a "clerical error," be sure to tell the small claims court clerk. For example, the amounts due you may have been added incorrectly.

You must file an appeal with the small claims court clerk within 30 days after the notice of the decision is mailed. You also must pay certain fees. Then the superior court's appellate panel will hear your case. During the appeals process, both you and the plaintiff may be represented by lawyers.

A word of caution: If you lose an appeal in a higher court, you may be ordered to pay the judgment plus interest, costs involved and the plaintiff's attorney's fee up to \$150. You may even have to pay up to \$1,000 in attorney fees if the judge decides your appeal had no real basis and was not brought in good faith.

### **11. What if the judge decides against me, but I have a problem paying?**

You can ask the judge if you can make installment payments. Otherwise, the sheriff can take your wages or other property in order to pay the money you owe. You cannot be sent to jail, though, for failing to pay a debt.

### **12. How do I collect my money?**

The small claims court can't collect your money for you, but the clerk or small claims advisor can tell you some ways to do this yourself. For example, you may be able to have the defendant's wages garnished. This means that the person's employer gives you part of the defendant's wages each payday until the debt is paid. To collect your money this way, you must find out where the person works; be sure to get the name of the company and its full address, including the county. Then, ask the small claims court clerk for a Writ of Execution and fill it out. When the court issues this writ, the sheriff or marshal will deliver it to the debtor's employer.

If you know where the defendant banks, the small claims clerk can issue a Writ of Execution that the sheriff or marshal takes to the bank. You need to know the name of the bank, the full branch address and the county. The bank will pay you what is owed if there is enough money in the account.

A Writ of Execution also can be used to attach or take certain kinds of personal property, such as stocks, bonds and the contents of a safe deposit box. After this property is collected, it can be sold in order to pay the money that you are owed.

Not all personal property can be taken. The defendant can file a Claim of Exemption to protect the "necessities of life," such as a house, furniture, clothes and some wages. The cost of a Writ of Execution — as well as the amount that the sheriff or marshal charges to deliver the writ — can be added to the amount that the defendant owes you. You also are entitled to interest during the time it takes to collect.

If you do not have the information you need to collect your money, you can make the defendant come to court and answer your questions about his or her wages, bank account, personal property, real estate and employer's location. Contact the small claims advisor for information about how to schedule this hearing.

Remember: The judgment is good for 10 years, and you can renew it if you haven't collected the amount you're owed. But, in many cases, the longer you wait, the harder it is to collect the money.

### **13. Where can I find a lawyer to assist me?**

If you want to talk to a lawyer and do not know one, you could ask a friend, a co-worker, your employer or a businessperson to recommend one.

Or, call a State Bar-certified lawyer referral service. Look in the Yellow Pages of your telephone directory under "Attorney Referral Service," or contact the local bar association. For an online list of certified lawyer referral

services, visit the State Bar's Web site at [www.calbar.ca.gov](http://www.calbar.ca.gov).

State Bar-certified lawyer referral services, which must meet minimum standards established by the California Supreme Court, can assist you in finding the right lawyer for your particular problem. Most of these services offer half-hour consultations for a modest fee. Attorneys who are members of certified lawyer referral services must carry insurance, agree to fee arbitration for fee disputes, meet certain standards of experience and be State Bar members in good standing.

Lawyer referral service fees do vary. Don't forget to ask whether there is a fee for the referral or consultation. And if you decide to hire a lawyer for additional help, make sure you understand what you will be paying for, how much it will cost and when you will be expected to pay your bill. You can ask to have this information in writing.

What if you do not have enough money to pay for legal advice? You may belong to a legal insurance plan that covers the kind of services you need. Or, if you have very little income, you may qualify for free or low-cost legal help.

Check the white pages of your telephone directory for a legal services program in your county. (California's new statewide legal services Web site —

**www.LawHelpCalifornia.org** — can help you locate a local program and provide you with additional resources as well.) Or contact a State Bar-certified lawyer referral service to find out if it offers free legal advice for low-income people or if it can direct you to a no-cost legal services organization.

#### **14. Other Help with Your Case<sup>4</sup>**

Interpreters – If you do not speak English, you may take a family member or friend to court with you. The court should keep a list of interpreters who will interpret for you. Some

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<sup>4</sup> *Information for the Small Claims Plaintiff from Adopted for Mandatory Use Judicial Council of California SC-150 (Rev. July 1, 2003)*

interpreters charge a reasonable or no fee. If an interpreter is not available, the court must postpone the hearing one time only so that you have time to get one.

Waiver of fees – The court charges fees for some of its procedures. Fees are also charged for serving the defendant with the claim. The court may excuse you from paying these fees if you cannot afford them. Ask the clerk for the *Information Sheet on Waiver of Court Fees and Costs* (From 982(a)(17)(A)) to find out if you meet the requirements so that you do not have to pay the fees.

Night and Saturday court – If you cannot go to court during working hours, ask the clerk if the court has trials at night or on Saturdays.

Parties who are in jail – If you are in jail, the court may excuse you from going to the trial. Instead, you may ask another person who is not an attorney to go to the trial for you. You may mail written declarations to the court to support your case.

Accommodations – If you have a disability and need assistance, please ask the court immediately to help accommodate your needs. If you are hearing impaired and need assistance, please notify the court immediately.

Forms – You can get small claims forms and more information at the California Courts Self-Help Center Web site ([www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)), your county law library, or at the courthouse nearest you.

#### **15. Contra Costa County Specific Information**

Court Addresses –

- CONCORD: 2970 Willow Pass Rd, Concord, CA 94519 (925) 646
- PITTSBURG 45 Civic Avenue, Pittsburg, CA 94565, (925) 427-8158
- RICHMOND: 100 - 37th Street, Rm. 185, Richmond, CA 94805, (510) 374-3137

- WALNUT CREEK: 640 Ygnacio Valley Road, Walnut Creek, CA 94596, (925) 646-6579

Contra Costa Small Claims Advisors<sup>5</sup> – Legal advice is available through the Small Claims Legal Advisor at (925) 646-6109 or at (888) 676-7277 for calls made within Contra Costa County. The Advisory Service is staffed on a part time basis and has a 24-hour information voice system for your convenience. Be prepared to write down the menu options as there is a large amount of information on the system. If your question cannot be answered by the menu activated information system, you can leave a detailed message requesting a return call from the advisory service between 9:00 a.m. and 5:00 p.m., Monday through Friday. Please repeat the number twice during the message. On the back side of this page is additional information that you might find helpful to your case. Court clerks are not allowed to answer legal questions. Correspondence to the small claims court must contain the case number and show that a copy was sent to all parties in the case.

Free Seminars (Contra Costa) – “How to Use the Small Claims Court” is a free 2-hour seminar presented at various locations and times throughout the county each month. You may attend a seminar at any convenient location. Suggestions on writing an effective demand letter; how to file and serve your small claims action; and how to effectively present your case to the court will be provided. Most of your questions can be answered at each seminar. The seminars begin promptly at the schedule time and it is important to arrive at the seminar on time. If you will be more than 15 minutes late, please come on a different date. The following schedule will apply unless there is a court holiday or an unavoidable schedule conflict:

- Richmond Public Library: 325 Civic Center Plaza, Richmond (510-620-6561) 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month at

6:00 p.m. in the Madeline F. Whittlesey Community Room.

- Pittsburg Courthouse: 45 Civic Ave., Pittsburg (925-427-8158) 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month at 9:00 a.m. Meet at the Civil/Small Claims lobby.
- Concord Courthouse: 2970 Willow Pass Road, Concord (925-646-5410) 2<sup>nd</sup> Monday of each month at 6:00 p.m. in courtroom 6 (entrance closest to Willow Pass Road).
- Walnut Creek Court: 2020 N. Broadway, Rm 202, Walnut Creek (925-646-6579) 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month at 9:00 a.m. (Located next to the Walnut Creek Courthouse).

“How to Collect Your Court Judgment” is a free 3-hour seminar presented once a month in San Pablo. It is important to arrive on time and it is recommended that you purchase the book “How to Collect When You Win a Lawsuit” for \$25.00 at the seminar or you can purchase it at a bookstore. The book will aid your effort to collect your court judgment and contains most of the forms that you will need.

- Contra Costa College Library: 2600 Mission Bell Dr., San Pablo 2<sup>nd</sup> Tuesday of each month at 6:00 p.m. Go to the reference desk upon arrival. Parking is \$2.00. AC Transit Lines 69, 71, 74, 76 & 78 stop at the college. Directions: 510-235-7800 x3 or [www.contracosta.cc.ca.us/maps/index.html](http://www.contracosta.cc.ca.us/maps/index.html).

Important Note: You should always confirm a particular seminar date and time on the morning of the seminar by contacting the information voice system (press “8” and then “1” after the prompt) to make sure there have not been any recent changes to the schedule.

Websites & Information –

- Confirm corporate/limited liability/limited partnership name and the name & address of the agent for service of process at the California Secretary of State database: <http://kepler.ss.ca.gov/list.html>
- Check Contra Costa County Clerks’ website to check fictitious business

<sup>5</sup> *Small Claims Filing Packet, Superior Court of California, County of Contra Costa*

name filings and recorded documents:  
www.

criis.com/contracosta/official.shtml or  
go to 822 Main Street, Martinez.

- Check to see if the other party owns real estate or check to see who owns a particular parcel of real estate, contact the Contra Costa Assessor's Office at 925-313-7400
- Small Claims forms and forms for collection: [www.courtinfo.ca.gov/forms](http://www.courtinfo.ca.gov/forms)
- Research California statutes only: [www.legalinfo.ca.gov/calaw.html](http://www.legalinfo.ca.gov/calaw.html)
- Research California case law: [www.findlaw.com/cacases/index.html](http://www.findlaw.com/cacases/index.html)
- Find consumer information and the ability to file administrative complaints for many licensed professions at the California Dept. of Consumer Affairs: [www.dca.ca.gov](http://www.dca.ca.gov) or 800-952-5210
- Research contractor license information and contractor bond information (license status check) at the Contractor State License Board: [www.cslb.ca.gov/consumers/default.asp](http://www.cslb.ca.gov/consumers/default.asp)
- Research information about a home inspector at the Structural Pest Control Board: [www.pestboard.ca.gov](http://www.pestboard.ca.gov)
- Research information about a real estate licensee at the Department of Real Estate: [www.dre.ca.gov/consumers\\_sub.htm](http://www.dre.ca.gov/consumers_sub.htm)
- Check information regarding your case online: <http://icms.cc-courts.org/iotw/>

- Hayward Hall of Justice, 24405 Amador St., Hayward, CA 94544 (510) 670-5059
- Allen E. Broussard Justice Center, Small Claims Office, 600 Washington Street 3rd Floor, Oakland, CA 94607 (510) 268-7737
- Gale / Schenone Hall of Justice, 5672 Stoneridge Dr., Pleasanton, CA (925) 551-6886

Websites –

- <http://www.alameda.courts.ca.gov/courts/divs/small/index.shtml#hours>

## **16. Alameda County Specific Information**

Court Addresses –

- George E. McDonald Hall of Justice, Small Claims Office, Room 101, 2233 Shoreline Dr., Alameda, CA 94501 (510) 268-7479
- Berkeley Courthouse, 2120 Martin Luther King Jr. Way, Berkeley, CA 94704, (510) 647-4423
- Fremont Hall of Justice Room 100, 39439 Paseo Padre Parkway, Fremont, CA (510) 795-2345