



Superior Court of California, County of Sacramento Small Claims E-File Guidance List

Small Claims Plaintiff's Claim (COP)	JCC FORM	Document Type	Name Extension
Lead Document	SC-100	Plaintiff's Claim and Order to Go to Small Claims Court	
Subsequent Documents	SC-103	Fictitious Business Name (Small Claims)	
	MC-031	Declaration (name extension)	The type of Declaration being submitted
Small Claims Defendant's Claim (COD)	JCC FORM	Document Type	Name Extension
Lead Document	SC-120	Defendant's Claim and Order to Go to Small Claims Court	
Subsequent Documents	SC-103	Fictitious Business Name (Small Claims)	
	MC-031	Declaration (name extension)	The type of Declaration being submitted
Amended Plaintiff's Claim (COP)	JCC FORM	Document Type	Name Extension
Lead Document	SC-100	Request to Amend Claim Before Hearing (Small Claims)	
Subsequent Documents	N/A	Declaration (name extension)	The type of Declaration being submitted
NOTE: The Declaration should identify what is being amended and all pages of the claim should be re-submitted with the amended information.			
Request to Postpone	JCC FORM	Document Type	Name Extension
Lead Document	SC-150	Request to Postpone Trial (Small Claims)	
Subsequent Documents	SC-112	Proof of Service (Name extension)	
NOTE: If service has not been completed, a Request to Postpone is not required. The party may verbally request a new date by phone or in person.			



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Remote Appearance	JCC FORM	Document Type	Name Extension
Lead Document	RA-010	Notice of Remote Appearance	
Opposition to Remote Proceeding and Evidentiary Hearing of Trial	JCC FORM	Document Type	Name Extension
Lead Document	RA-015	Opposition to Remote Proceeding and Evidentiary Hearing of Trial	
Venue Challenge	JCC FORM	Document Type	Name Extension
Lead Document		Venue/Jurisdictional Challenge	
Subsequent Documents		Proof of Service (Name Extension)	The type of Proof of Service being submitted
Motion to Set Aside/Vacate Dismissal	JCC FORM	Document Type	Name Extension
Lead Document	SC-135	Motion to Set Aside/Vacate Dismissal	
Notice of Appeal on Small Claims Judgment	JCC FORM	Document Type	Name Extension
Lead Document	SC-140	Notice of Appeal on Small Claims Judgment	
Writ	JCC FORM	Document Type	Name Extension
Lead Document	EJ-130	Writ of Execution	
Subsequent Documents		Declaration (name extension)	of Accrued interest
	MC-012	Memorandum of Costs After Judgment, Acknowledgment of Credit, and Declaration of Accrued Interest	Memo of Costs
Misc. Common Documents	JCC FORM	Additional accepted Document Types	Name Extension
Lead Document		Request for Interpreter	
Subsequent Documents		Request to Waive Court Fees	
		Proposed Order	
		Declaration (name extension)	The type of Declaration being submitted
		Memorandum of Points & Authorities	
		Proof of Service (Name extension)	The type of Proof of Service being submitted