



## Superior Court of California, County of Sacramento

301 Bicentennial Circle, Room 200, Sacramento, CA 95826

Hours: Monday – Friday 8:05 a.m. - 4:00 p.m. | [www.saccourt.ca.gov](http://www.saccourt.ca.gov)

### Small Claims Process to Request Remote Appearance

(Read the Entire Process Before Requesting Remote Appearance)

#### *For Evidentiary Proceedings (Trials):*

1. The party requesting remote appearance for an evidentiary proceeding such as a trial, may provide notice to the other parties in writing, electronically, or orally in a way reasonably calculated to ensure notice is received at least 10 court days, but no later than 5 court days, before the proceeding.
2. The party requesting remote appearance must motion the court by filing a *Notice of Remote Appearance* ([form RA-010](#)) at least 10 court days, but no later than 5 court days, before the proceeding by mailing or placing in the court drop box at the Carol Miller Justice Center, 301 Bicentennial Circle, Sacramento, CA 95826.
3. A new *Notice of Remote Appearance* ([form RA-010](#)) will be required for each new hearing, excluding continuances.
4. *Notice of Remote Appearance* ([form RA-010](#)) may be used to provide proof to the court that notice to the other party(ies) was given.
5. If remote appearance is granted then the party and their witnesses, if any, must also appear remotely.

#### *For Non-Evidentiary Proceedings (Motions):*

1. The party requesting remote appearance for a non-evidentiary proceeding such as a motion, may provide notice to the other parties in writing, electronically, or orally in a way reasonably calculated to ensure notice is received at least 10 court days, but no later than 5 court days, before the proceeding.
2. The party requesting remote appearance must provide notice by filing a *Notice of Remote Appearance* ([form RA-010](#)) at least 10 court days, but no later than 5 court days, before the proceeding by mailing or placing in the court drop box at the Carol Miller Justice Center, 301 Bicentennial Circle, Sacramento, CA 95826.
3. A new *Notice of Remote Appearance* ([form RA-010](#)) will be required for each new hearing, excluding continuances.
4. *Notice of Remote Appearance* ([form RA-010](#)) may be used to provide proof to the court that notice to the other party(ies) was given.
5. If appearing remotely then the party and their witnesses, if any, must also appear remotely.

## Small Claims Process to Oppose Remote Appearance

### *For Evidentiary Proceedings:*

1. A party opposing a remote appearance in an evidentiary proceeding (such as a trial) shall serve and file an *Opposition to Remote Proceeding at Evidentiary Hearing or Trial* ([form RA-015](#)) at least 5 court days, but no later than by Noon on the court day before the proceeding at the Carol Miller Justice Center, 301 Bicentennial Circle, Sacramento, CA 95826, by drop box or US Mail.
2. The Court will notify the parties of a ruling on the objections.

### Small Claims Court Department Zoom Link

Court Department	Zoom Link	Meeting ID #
83	<a href="https://saccourt-ca-gov.zoomgov.com/my/sscdept83">https://saccourt-ca-gov.zoomgov.com/my/sscdept83</a>	160 8613 4651
84	<a href="https://saccourt-ca-gov.zoomgov.com/my/sscdept84">https://saccourt-ca-gov.zoomgov.com/my/sscdept84</a>	160 6411 8502
86	<a href="https://saccourt-ca-gov.zoomgov.com/my/sscdept86">https://saccourt-ca-gov.zoomgov.com/my/sscdept86</a>	160 1936 0665

CMJC Zoom Links Effective February 22, 2022



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## Small Claims Hearing Instructions for Remote Appearance

If appearing remotely, a Zoom Reference Guide is attached for instructions on how to participate in your video appearance. Parties are responsible for providing Zoom meeting information to their witnesses. If appearing remotely, you are required to participate in your hearing using a device that has **video and audio capability** (i.e. computer, smartphone, or tablet) unless you apply in writing to the Court and receive permission from the Court (3) days prior to your scheduled court date to appear by telephone.

If you need an interpreter, email your request to the Court at [scefile@saccourt.ca.gov](mailto:scefile@saccourt.ca.gov). In the body of the email, you must include your case number, hearing date and time, and preferred language.

**If you want the Court to consider any evidence, you must submit that evidence to the Court and opposing party at least (3) three business days prior to your scheduled hearing date.**

Parties must follow this procedure unless notified by the Court that the hearing will be entirely in-person. Do not submit original documents to the Court. The Court may not return any evidence after the hearing and copies may be destroyed after a decision is rendered. Please keep your evidence for 60 days after the decision or, in the event of an appeal, after the judgment becomes final.

**Please note you are still required to appear at the hearing or trial and present the evidence to the judge. If you do not appear at the hearing the evidence submitted will not be considered.**

- **Email:** The Court would prefer that you email your evidence to [scvideohearing@saccourt.ca.gov](mailto:scvideohearing@saccourt.ca.gov). In the subject line of the email, you must include your case number and hearing date and time. Please copy (CC) the opposing party in the email sent to the Court. If you do not have the opposing party's email address, follow the mailing instructions below.
- **Mail:** If necessary, you may mail your evidence to the Court or deposit your evidence in the drop box located at the address at the top of this form. You must also mail the same evidence submitted to the Court to the opposing party. In addition, you are required to complete a Proof of Service by Mail form (POS-030) which must be received by the Court at least (3) three business days prior to your scheduled Court date. The Proof of Service by Mail form can be found at [www.courts.ca.gov/documents/pos030.pdf](http://www.courts.ca.gov/documents/pos030.pdf).
- **Failure to Submit Evidence to the Opposing Party:** Failure to submit your evidence to the opposing party may result in the Court not considering your evidence or a continuance of the hearing.

### **Clerk's Office**

The clerk's office is open to drop off completed Small Claims documents. You may also mail them to the above address or deposit them in the drop box located in the front of the building. Documents may not be processed on the day it's dropped off; however, it will be filed by the clerk as of the date they are received. For assistance, you may email the Small Claims Division at [scefile@saccourt.ca.gov](mailto:scefile@saccourt.ca.gov) or call (916) 875-7746. If you wish to seek legal advice before or after your hearing, you may email [scudadvisors@saccourt.ca.gov](mailto:scudadvisors@saccourt.ca.gov) or call (916) 875-7846.



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## **Mandatory Mediation**

All parties are ordered to contact each other and make a good faith effort to try to resolve their case prior to the scheduled hearing date. Parties are encouraged to contact the Court's mediators to assist in resolving their matter. They can be reached at [scudadvisors@saccourt.ca.gov](mailto:scudadvisors@saccourt.ca.gov) or you may call (916) 875-7846. If the parties reach a resolution, the terms of the settlement may be submitted to the Court prior to the hearing date. The Court will review the terms of the settlement on the scheduled hearing date.

If parties are unable to resolve their matter, the Court may order the parties to attempt settlement on the day of the hearing prior to trial.

## **What is Mediation?**

Mediation is an attempt to resolve disputes with the help of a neutral third-party called a mediator. Mediators help people resolve their disputes by meeting with the two parties and helping them gain a deeper understanding of the legal and practical aspects of the conflict. The goals are to help people craft their own solutions without involving a judge and allow people to retain control over the outcomes in their cases.

## **Why Mediate a Small Claims Case?**

In a trial, each side has a risk of losing. For the plaintiff, losing means they will not receive compensation for which they are suing for. For the defendant, losing means that they can get a money judgment against them and it will appear on their credit report, which will accrue interest until it is paid in full and subject their assets to collection.

Mediation, on the other hand, attempts to find a resolution in which all parties can get some of what they want without the risk. Mediators do not require either party to agree to specific terms or even to agree at all. If the parties cannot settle on an agreement, they will proceed to trial so a judge can make a decision. If the parties can successfully settle on an agreement in the mediation, the mediator will draft an enforceable contract outlining the terms of the agreement, allowing the parties to avoid proceeding to trial.

In short, mediation allows both parties to contribute to a resolution and retain control over the outcomes in their cases thus avoiding a trial.

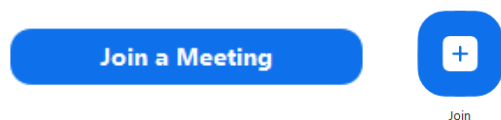
## **Benefits of Mediation**

- The plaintiff can receive an enforceable agreement with a specified amount they can collect on.
- The defendant may be able to keep the debt off their credit report.
- Parties can structure payment plans that fit their budgets.
- Settlement agreements allow for the option of avoiding accrual of interest on the debt as long as payments are made on schedule.
- Parties can explore resolutions that do not involve payment.
- Mediators can help prevent the escalation of conflict and promote cooperative communication.
- The main focus is on ending problems—not ending relationships.
- People are more likely to follow through with their agreements when they are involved in writing them.

# Zoom Reference Guide for Small Claims Hearing Participants

## How to Access Your Video Appearance:

- **Download the Zoom application** to a device (i.e. PC, \*laptop, tablet, smartphone) that has **audio and video capabilities** from their website at <https://zoom.us/download>. \*Chromebooks do not fully support all Zoom features. Please join your video appearance using another device, if possible.
- **When creating your Zoom account, you must use your first and last name so the court can positively identify you.** If you have an existing Zoom account you must rename your account in order to participate.  
**Changing Your Profile Name in Zoom:**
  - **PC: Sign in to your Zoom account.** Click **Profile**. Click **Edit** to the right of the photo field. Enter your first and last name. Select **Save Changes**.
  - **Smartphone: Open your Zoom app.** Click **Settings** on the bottom right corner of your screen. Tap **Profile** on the top of your screen. Select **Display Name**. Enter your first and last name. Tap **OK**.
- **\*\*To join your video appearance in Department 86,** open the Zoom application and select **Join a Meeting** on a PC/laptop or **Join** on a smartphone.



**At the prompt, enter the appropriate department's Zoom meeting ID (see Small Claims Court Department Zoom Links above).**

**\*\*Please note that you are required to participate in your hearing using a device that has video and audio capabilities** unless you apply, in writing ([scefile@saccourt.ca.gov](mailto:scefile@saccourt.ca.gov)), to the Court and receive permission to appear by telephone at least (5) five days prior to your court date.

- You will be placed in Zoom's waiting room prior to being admitted into the virtual courtroom. If your matter is contested, you will be assigned to speak with a mediator before your trial. After mediation, you may be returned to the waiting room for up to one hour until the court is ready to call your case.

Please wait, the meeting host will let you in soon



Sacramento Superior Court Department 86 Small Claims' Personal Meeting Room

- If you experience issues joining your hearing, please send an email to [scvideohearing@saccourt.ca.gov](mailto:scvideohearing@saccourt.ca.gov) for assistance.

## Video Appearance Etiquette:

- **Prior to your appearance:**
  - **Please test your Zoom application** and familiarize yourself with meeting controls by accessing a test meeting at: <https://zoom.us/test>. Additionally, **Zoom tutorials** can be found at: <https://support.zoom.us>.
  - **Make sure to check your device and internet connection** to ensure that they are working.
- **During your appearance:**
  - **Join the meeting on time** from a quiet location with no distractions and minimal background noise.
  - **Please be stationary during your appearance** as movement may cause connection and sound issues.
  - **To avoid a delay in your hearing, make sure to connect to audio and video** in Zoom immediately when you see the clerk.
  - Make sure your surroundings and clothing are appropriate for the formal court environment.

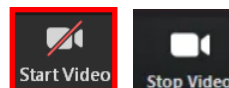
## How to Connect Your Audio / Video in Zoom:

- **Audio:** To connect to audio, click the **Join Audio** or **Unmute** icon on the bottom of your screen. If the **Join Audio** icon is selected on a smartphone, choose the **Call over Internet** option to connect.



**\*When muted there will be a visible slash through the icon\***

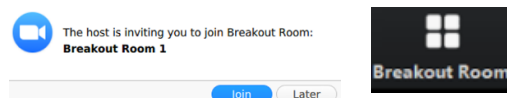
- **Video:** To connect your video, select the **Start Video** icon to the right of the microphone.



**\*When stopped there will be a visible slash through the icon\***

## How to Join / Leave a Breakout Room:

- **Join:** The clerk may assign you to a breakout room prior to trial. When prompted, click **Join**



- **Leave:** You can leave the breakout room and return to the main meeting. Click **Leave:** Choose **Leave Breakout Room** or **Return to Main Session** to return to the virtual courtroom.

## How to Share Your Screen:

- To share a document stored on your device, open the document and click the **Share Screen** icon. Select the document you wish to share. When you are done, click **Stop Share**.

