



# Superior Court of California County of Orange

## Civil- Small Claims

UPDATE – Thursday, June 11, 2020

**Effective May 26, 2020 and until further notice, all Small Claims related services will only be provided in Santa Ana. Filings will be processed at the Central Justice Center and hearings will be conducted as noted below via in-person appearance. Services will not be provided at the branch courts.**

**Due to social distancing, the public will have limited access to court buildings.**

**PLEASE READ THE INFORMATION BELOW CAREFULLY BEFORE TRAVELING TO THE CENTRAL JUSTICE CENTER.**

### 1. Submission of filings

- a. Filings related to small claims matters can be submitted to the court as noted below.
  - By email to [CivilSRL@occourts.org](mailto:CivilSRL@occourts.org) (for self-represented litigants only). Party is to provide a phone number for court contact;
  - By electronic filing (eFiling);
  - By drop-box located by the front entrance of the Central Justice Center. Party is to provide a phone number for court contact;
  - In-person by appointment only- appointment can be scheduled through the court's website <https://www.occourts.org/media-relations/CourtCalendarAppointments.html>;
  - By US Mail at 700 Civic Center Drive West, Santa Ana, CA 92701.

If filings fees are due, the parties will be contacted by phone regarding payment.

- b. **Self Help Assistance-** The public is encouraged to consult Self Help services prior to filing documents. Self Help assistance is available via telephone at 657-622-8511.
- c. All filings received by the Court during the designated holiday period of March 17, 2020 through May 22, 2020 will be deemed filed as of May 26, 2020.

### 2. Small Claims Hearings

Starting June 15, 2020, small claims trials, motions and judgment debtor examinations will be heard at the Civil Complex Center located at 751 Santa Ana Blvd, Santa Ana CA 92701.

- a. The public will be allowed to enter the building near the hearing time to limit public presence due to social distancing.
- b. Upon the conclusion of the case, the public will be expected to exit the building.
- c. Mediation services will be offered onsite for trials to assist the parties with resolution of their case on a voluntary basis.

### 3. Small Claims Appeals

Small Claims Appeals hearings will be heard at the Central Justice Center by in-person appearance starting June 22, 2020. Notice will be provided to all parties.