Superior Court of California
County of Orange

REMOTE HEARING INSTRUCTIONS – SMALL CLAIMS

Important message: Parties are encouraged to appear for the initial trial hearing by video for your convenience. Unless the court orders otherwise, **all Small Claims trials will initially be set for a remote evidentiary hearing** to assess notice, opposition, trial readiness, technical capabilities to conduct a remote small claims trial, and to hear default prove-ups. Contested Small Claims trials will take place at a later date.

Remote appearance: Remote appearance will be conducted via Zoom. Point the camera on your device to the QR Code to the right to connect to remote hearing. https://occourtsapp.occourts.org/aci/checkin-results?dept=C18.

Evidence for remote hearing: All evidence must be submitted electronically to the Court's online Electronic Evidence Portal. Point the camera on your device to the QR Code to the right to upload your evidence. If you need technical assistance with the portal, please call the Remote Hearing Assistance line: 657-622-8513. https://www.occourts.org/online-services/electronic-evidence-portal.

Interpreter: For litigants seeking interpreter services, you may file from *INT-300 Request for Interpreter (Civil)* prior to your hearing date. This act does not guarantee the court will have an interpreter available as state law specifies case type priority. It is highly recommended that you appear with another person who may be able to interpret on your behalf, if needed.

Note:

1. If needed, call our Remote Hearing Assistance line **1 to 3 business days prior to your hearing**: 657-622-8513. The assistance line is available Monday-Friday 8:00 AM-12:00 PM and 1:30 PM-4:00 PM.
2. Review Local Rule 375 - **Remote and In-Person Proceedings for Civil** for additional appearance information. Point the camera on your device to the QR Code below to review Rule 375. https://www.occourts.org/system/files/local-rules/12div3.pdf.

Notice of Electronic Recording: Proceedings will be recorded electronically for the internal personnel purpose of monitoring the judicial performance. Pursuant to Government Code section 69957, subdivision (b), the electronic recording will not be made publicly available. All recordings will be destroyed two years after the date of the proceeding unless a personnel matter concerning the performance of the judicial officer or temporary judge is pending.