

**TELEPHONE HOURS:**  
8:30 AM - 4:00 PM

**MARIN COUNTY SUPERIOR COURT**  
**SMALL CLAIMS DIVISION**  
**Civic Center, Room 113**  
**P.O. Box 4988**  
**San Rafael, CA 94913-4988**  
**(415) 444-7040 (Recorded)**

**OFFICE HOURS:**  
8:30 AM - 4:00 PM

**LOCAL POLICY INFORMATION FOR THE SMALL CLAIMS PLAINTIFF**

**I. TRY THE "ALTERNATIVE DISPUTE RESOLUTION" PROGRAM PRIOR TO FILING A SMALL CLAIM**

- A. Contact the Marin County Mediation Services at 30 N. San Pedro Road, Suite 170, San Rafael, CA 94903, Monday - Friday, 9:00 AM to 4:00 PM, (415) 499-7454. **YOU MAY BE ABLE TO RESOLVE YOUR RENTAL, BUSINESS TO BUSINESS, OR NEIGHBOR DISPUTE WITHOUT GOING TO COURT!**
- B. The Marin County District Attorney's Consumer Protection Unit can attempt to mediate your Consumer-Business Dispute before going to court. Located in Room 130 of the Civic Center, open Monday - Friday, 8:00 AM to 4:30 PM, (415) 499-6450.

**II. GENERAL INFORMATION**

- A. SMALL CLAIMS FILINGS BY FAX ARE NOT ALLOWED.
- B. SEND SELF-ADDRESSED STAMPED ENVELOPES WHEN HANDLING CLAIMS THROUGH THE MAIL.
- C. BUSINESSES WILL BE REQUIRED TO FILE FICTITIOUS NAME DECLARATIONS BEFORE FILING SMALL CLAIMS. OBTAIN FORM FROM CLERK.
- D. IF YOU HAVE HAD AN ARBITRATION OF AN ATTORNEY-CLIENT FEE DISPUTE, OBTAIN FORM FROM CLERK.

**III. WHO CAN FILE IN SMALL CLAIMS**

- A. PLEASE READ the attached "*Information for the Small Claims Plaintiff*" provided by Judicial Council.
- B. If the claim arises out of a vehicle accident and property damage is alleged, the registered owner must file the claim (Vehicle Code 17150). If the claim arises out of a vehicle accident, the driver and/or the registered owner of the other vehicle may be named (Vehicle Code 17152).

**IV. HOW TO FILE SUIT AGAINST A CORPORATION**

- A. Before filing your claim, do the following:

If you are suing a corporation, get the correct name of the corporation and the name of an officer of the corporation with title or the agent for service of process. You may telephone the Secretary of State in Sacramento, (916) 653-6814 for this information if you have a prepaid account with them. The fee is \$5.00 per name. You may request this information by mailing the required fee to: Secretary of State, Corporate Filings and Services Division, 1500 11th Street, Sacramento, CA 95814, Attn: Corporate Status Unit, 3rd Floor. You may also access their website at [www.ss.ca.gov](http://www.ss.ca.gov); click on Business Portals.

**V. HOW TO FILE A SMALL CLAIM**

- A. Read both attached information sheets (4 pages).
- B. Ask clerk for "Fictitious Name Declaration" form if you are suing under a fictitious business name. Complete this form (either print or type).
- C. Ask clerk for "Plaintiff's Claim and Order to Defendant" form.
- D. Present completed "Fictitious Name Declaration" form, if applicable, and typed "Claim and Order" form to clerk for filing and pay required filing fee. **YOU MAY MAIL IN YOUR CLAIM PAPERS AND FILING FEE TO AVOID WAITING IN LINE. ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE.**
- E. Pay required filing fees to the clerk as follows:
  - 1. Filing claim for \$1,500 or less \$30.00
  - Filing claim for more than \$1,500, but less than or equal to \$5,000 \$50.00
  - Filing claim for more than \$5,000, but less than or equal to \$7,500 (claim by natural persons only) \$75.00
  - Filing claim by person who has filed more than 12 small claims in California within the previous 12 months \$100.00If you cannot afford the fee for filing a small claim case or for serving the claim on the other party, ask the clerk for "pauperis" forms. You will be given a packet of forms/instructions to read and complete. The clerk or the judge will consider your request.
- 2. Certified mailing fee is \$10.00 per defendant. (Only the Court may notify the defendant by certified mail.)
- 3. Postponement of hearing fee per request is \$10.00. [CCP 116.570(d)]

**VI. HOW TO NOTIFY DEFENDANT(S)**

- A. Defendant must be served within the State of California.
- B. If the certified mail service is defective, you will still be required to appear in Court and reset the case for personal service only and second hearing date.
- C. If you have the defendant(s) served by the Court by certified mail, check with the Court, (415) 444-7040 before the hearing date to find out whether defendant(s) accepted the certified letter. If not accepted, you must have the defendant(s) served personally.
- D. Proof of service must be filed with the clerk no later than 5 days prior to the court date.

**VII. CONTINUING A HEARING DATE**

After service is effected on the defendant, the Court will grant one continuance to each side if written notification and fee of \$10.00 is received by the Court 10 days prior to the hearing date. A copy of this notification must be mailed to the other side by the requesting party.

VIII. HOW TO RESET A HEARING DATE

If you have been unable to serve the defendant prior to the hearing date, you may reset the date with the clerk before the hearing date or appear in court on the hearing date and ask the court to reset the hearing date. Otherwise, your case will be dismissed without prejudice on the hearing date and you will have to re-file your action.

IX. SCHEDULING OF SMALL CLAIM CASES

Small Claim trials are heard Monday, Wednesday, Thursday and Friday at 10:30 AM; and Tuesday at 9:00 AM, 10:30 AM. If you wish your case to be heard at a night session, advise the clerk.

X. WHO MUST BE PRESENT

A. You should bring your original exhibits with your name labeled at top and a photocopy of each to Court. Leave the copy with the Court, if requested. To pick up exhibits after hearing and appeal period has expired, contact Exhibits at (415) 444-7080 to schedule an appointment.

**IMPORTANT: BE ON TIME**

XI. LOSING PARTY APPEAL RIGHTS

- A. Plaintiff may not appeal if he loses.
- B. Defendant may appeal if he loses.

XII. WHEN TO APPEAL

- A. Notice of Appeal must be filed with the clerk within 30 days from the date the judgment was mailed, including \$75.00 fee if you appeared in Court. Please make check out to Marin County Superior Court.
- B. If you did not appear in Court, you may file a Motion to Vacate Judgment with the clerk within 30 days from the date the judgment was mailed. If Motion to Vacate is denied, you have 10 days to file an appeal from the date the motion was denied.

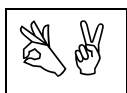
XIII. WHAT HAPPENS ON APPEAL

- A. Case with exhibits is transferred to Superior Court.
- B. Case is heard all over again.
- C. Case will be heard within 30 days.
- D. Attorneys may participate in Superior Court. [CCP 116.770(c)]

***Please notify the clerk if you are in need of special assistance because of age or disability in the handling of your claim.***



Accessible seating for persons with disabilities (including wheelchairs) will be available.



American Sign Language interpreters may be requested by deaf or hearing impaired persons by calling (415) 444-7060 preferably two weeks in advance, but no later than 72 hours prior to your hearing date.



Assistive Listening Devices are available for hearing impaired individuals, and may be requested by calling the bailiff's station (415) 473-7393 no later than 72 hours prior to your hearing date.