



Start Your Small Claims Case

\$5.00

What is this for?	This packet contains the forms you will fill out and file to begin a Small Claims court case. Small claims cases are for lawsuits of \$12,500 or less.								
Step 1: Fill out the Forms	Plaintiff's Claim and ORDER to Go to Small Claims Court (SC-100) Notice of Entry of Judgment (SC-130)								
Step 2: Make copies	<p>Take each form and make 2 copies. Paperclip (do not staple) the <u>original</u>. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</p> <p>Bring two regular business sized-envelopes with one stamp on each envelope. One envelope should be addressed to you, the other should be addressed to the Defendant(s).</p>								
Step 3: File the forms eFiling Filing fee	<p>Get a number ticket for "Civil" at the kiosk on the 1st floor of the courthouse. File the forms with the clerk when your number is called. The clerk will file-stamp all your forms and give you back the 2 copies. You will keep a filed copy for your records and serve the 2nd copy on the Defendant. If you are filing at the Historic Courthouse in Auburn or the Tahoe Courthouse, you do not need to get a ticket.</p> <p>Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select "eFiling" under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p> <p>There is a sliding scale filing fee for small claims actions.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Amount you are suing for:</u></td> <td style="text-align: center;"><u>Filing Fee is:</u></td> </tr> <tr> <td style="text-align: center;">\$0.00 to \$1,500</td> <td style="text-align: center;">\$30.00</td> </tr> <tr> <td style="text-align: center;">\$1,501 to \$5,000</td> <td style="text-align: center;">\$50.00</td> </tr> <tr> <td style="text-align: center;">\$5,001 to \$12,500</td> <td style="text-align: center;">\$75.00</td> </tr> </table> <p>The Court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:</p> <p>Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)</p>	<u>Amount you are suing for:</u>	<u>Filing Fee is:</u>	\$0.00 to \$1,500	\$30.00	\$1,501 to \$5,000	\$50.00	\$5,001 to \$12,500	\$75.00
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\$5,001 to \$12,500	\$75.00								



Step 4: Serve the Defendant	<p>You must have a copy of the Plaintiff's Claim and ORDER to Go to Small Claims Court (SC-100) handed to ("served" on) the Defendant(s). Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.</p> <p>If there is more than one Defendant, each must be served a separate copy.</p> <p>If you are suing a corporation, you will need to serve the "Agent for Service" for that corporation. To find out the contact information for the "Agent for Service", search the California Secretary of State website at www.sos.ca.gov.</p> <p>The person who serves the papers to the Defendant needs to completely and clearly fill out a Proof of Service (SC-104) form.</p>
Step 5: File the Proof of Service	<p>Make 1 copy of the Proof of Service (SC-104) and take a number ticket for "Civil" at the kiosk on the 1st floor of the courthouse to file the original and copy. Keep the filed copy for your records.</p>
Next steps:	<p>Go to your court hearing and present your case to the judicial officer. The judicial officer will either make a decision (Judgment) that day or it will be mailed to you.</p>

Important Information and FAQ:

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

Where can I get the forms?

- **For an app that helps you fill out Small Claims forms, go to** <https://lawhelpinteractive.org/Interview/GenerateInterview/5820/engine>
 - Answer the questions, save your work, and at the end you can print out the forms.



- **For another app that helps you fill out Small Claims forms, go to guideandfile.com.**
 - Click “Start Your Legal Process”, then
 - Click “Small Claims”
 - Answer the questions, save your work, and at the end you can print out the forms.
- The blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms.
- You can get the form packets through the court’s **Self-Help Center** or buy them at the **Court Clerk’s counter**.

Where can I get help or more information?

- If you would like to mediate your dispute (have a neutral person help you and the other party come to agreement) instead of having a court hearing, contact **Placer Dispute Resolution** at:

Placer Dispute Resolution
3785 Placer Corporate Dr. Suite 550, Rocklin, CA 95765
925 Northlake Blvd Suite B203, Tahoe City, CA 95730
admin@placerdisputeresolution.org
Phone: (916) 234-0045
Website: www.placerdisputeresolution.org

- If you do not have an attorney, you can get help from the court’s Self-Help Center. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- Visit the “Self-Help Center” at www.courts.ca.gov
- Read:
 - [Information for the Small Claims Plaintiff](#) (SC-100-INFO)
 - [What Is “Proof of Service”?](#) (SC-104B)
 - [How to Serve a Business or Public Entity](#) (SC-104C)
 - [What to Do After the Court Decides Your Small Claims Case](#) (SC-200-INFO)