

SMALL CLAIMS HEARINGS

If you wish to appear at your hearing via Zoom, you must follow the exhibit exchange protocol below.

Please double check your notice – this is the information for small claims **HEARINGS**, please return to the website and select mediation if you are looking for the mediation credentials.

Courtroom SSF-M
Hearings
Zoom Courtroom

<https://zoom.us/join>
Meeting ID: 869 4198 8206
Password: AisW6YxBU3

Phone number: 1-669-900-6833
Meeting ID: 869 4198 8206
Password: 8933247278

Small Claims Hearings – Required Pre-Hearing Exhibit Exchange Protocol

All parties for a **Small Claims Hearing** must adhere to the following protocol for the exchange of your proposed exhibits:

- All exhibits must be either in paper or on a USB flash drive (preferred), CD, DVD, and able to be presented electronically in a PDF, JPEG or MP4 format if you are appearing remotely by Zoom
 - If your exhibit is a tangible object, take a photograph of it and submit that as your exhibit
- Exhibits must be exchanged with **the opposing party** at least five business days prior to the hearing date
 - Exhibits may be exchanged by email or by hardcopy delivery
 - If you are exchanging by email, you must cc: SCexhibits@sanmateocourt.org as your Proof of Service
 - The **Subject line** of your email must include the CASE NUMBER and the HEARING DATE (*example: 20-SCS-012345, 2/4/2021*)
- Exhibits must be provided **to the Court** at least five business days prior to the hearing
 - Exhibits must be submitted to the Court by way of **hardcopy delivery; video and audio files must be submitted on a USB flash drive (preferred) or DVD/CD**
 - You may submit the exhibits by way of hardcopy delivery to the Court by placing them in the Drop Box at the South **San Francisco Courthouse**, or by mailing them to the **South San Francisco Courthouse**, with a notation on the outside of the envelope stating:
 - Attention: Department 31, Small Claims Department
 - Case Number
 - Hearing Date
 - Either **Plaintiff** or **Defendants Exhibits**
 - Name of person submitting the exhibits
- If you appear remotely by Zoom, you **will be required** to appear by way of Zoom audio **AND** video so that you have the ability to share your proposed exhibits with the Court during the course the hearing by way of sharing your screen on Zoom; you cannot appear by way of your cellphone