



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
Small Claims Division
400 County Center
Redwood City, CA 94063-1662

INFORMATION REGARDING YOUR UPCOMING SMALL CLAIMS MATTER

Please note that you must appear in-person for your scheduled Small Claims hearing. You may find the hearing details, including location, on your paperwork or online at www.sanmateocourt.org using our online portal to search for your case.

HARDSHIPS

Remote Zoom appearances will be available for those who may have a hardship and unable to appear in person.

Please submit your request, detailing information regarding your hardship, in writing to the Small Claims Civil Division **30 days** before your scheduled hearing. You may address your letter as follows:

Superior Court of California, County of San Mateo
Attn: Small Claims Division-ROOM A
400 County Center
Redwood City, CA 94063-1662

A Judicial Officer will review your request and make a determination of whether a remote appearance will be allowed. If you do not receive notice from the Court, please plan on appearing in person as scheduled.

PLEASE NOTE: This notice must be served to the Defendant with the Plaintiff's Claim.

Please visit the Court Website for more information regarding Small Claims at www.sanmateocourt.org