

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

REMOTE HEARING INSTRUCTIONS – SMALL CLAIMS

IMPORTANT MESSAGE

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 on a later date.

A party choosing to appear in person may do so by appearing in the courtroom on the date and time of the initial appearance. Notice of the mode of appearance for the Small Claims trial is to be given at the initial appearance. Any opposition to remote appearance will be considered by the court at the initial appearance.

Remote appearance will be conducted via Zoom through the video links available on the Court's Civil COVID-19 webpage <https://www.occourts.org/media-relations/civil.html>. Click on the yellow bar as displayed below to access the video link for the courtroom where the hearing is set, then click the department link to begin the remote online check in/Zoom appearance process.

CLICK HERE TO APPEAR/CHECK-IN FOR CIVIL SMALL CLAIMS/LIMITED/UNLIMITED/COMPLEX REMOTE PROCEEDINGS

All evidence must be submitted electronically to the court's online Electronic Evidence Portal found at <https://www.occourts.org/online-services/EvidencePortal.html>. If you need technical assistance with the portal, please call the Remote Hearing Assistance line: **657-622-8513**.

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's highly recommended that you appear with another person who may be able to translate on your behalf if needed.

Note: If your case involves the SC-500 Plaintiff's Claim and Order regarding COVID-19 rental debt, the case is sealed and not accessible for remote check in/Zoom appearance. Please 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.

Parties are encouraged to appear for the initial trial hearing by video for your convenience.

In the event a party, witness, official reporter, official reporter pro tempore, court interpreter, or other court personnel experiences technology or audibility issues that arise during a remote conference, hearing, proceeding, or trial, the person is to alert the court by calling the courtroom. Phone numbers for the courtrooms can be found at <https://www.occourts.org/directory/civil/CivilPhoneDepartmentDirectory.pdf>.

Parties should review Local Rule 375 <https://www.occourts.org/directory/local-rules/2022/Div3.pdf> for additional appearance information.