



Superior Court of California

County of Orange

Appearance Procedure and Information **Civil - Small Claims**

UPDATE – November 22, 2024

In-person services are available in the Civil Clerk's Office Monday through Friday from 8:00 a.m. to 4:00 p.m.

1. **Filings:** Filings may be submitted in-person at the Central Justice Center, via eFiling through an approved eFiling Service Provider, or by US Mail at 700 Civic Center Drive West, Santa Ana, CA 92701.
2. **Questions:** Specific questions can be submitted via the "Ask a Question" button on the court's website.
3. **Self Help Assistance:** The public is encouraged to consult Self Help Services prior to filing documents. To contact Self Help, visit www.occourts.org/self-help and select "Click Here to Contact Self Help Services."

4. **Appearances: (Department CM02)**

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 at a later date. A party choosing to appear in person can do so by appearing in the courtroom on the date/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 public website at <https://www.occourts.org>, Civil Division, Civil Appearance Procedure and Information page, and locate the blue banner below, then scroll down to Department CM02 under Costa Mesa Justice Complex. Or click on the blue banner below.

[Click here to appear/check-in for Civil Small Claims/Limited/Unlimited/Complex remote proceedings](#)

Parties are encouraged to appear for the initial trial hearing by video for your convenience. To view *Remote Hearing Instructions* click [here](#) or visit <https://www.occourts.org/general-information/remote-appearance-information>.

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 clerk for Department CM02 at (657) 622-5702.

Parties should review [Local Rule 375](#) for additional appearance information.

5. **Small Claims Appeals:** Hearings will continue to be heard in-person as noticed by the court.