

FILED
Superior Court of California
County of Los Angeles

SEP 20 2024

David W. Slayton, Executive Officer/Clerk of Court

By: C. Guerrero, Deputy

**SUPERIOR COURT OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES**

IN RE SMALL CLAIMS PROTOCOL FOR
EXCHANGE AND SUBMISSION OF
EVIDENCE

SECOND AMENDED STANDING
ORDER RE: EVIDENCE EXCHANGE

Pursuant to California Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses in support of their respective positions at the hearing on the case.

The Court encourages parties in Small Claims cases to appear remotely via LA CourtConnect (<https://www.lacourt.org/lacc>). To facilitate remote appearances, this Order describes how parties are to exchange of evidence and how they will submit evidence to the court in advance of the hearing.

Whether appearing remotely or in person any party in a Small Claims case that wishes to submit evidence to support their position is ordered to either:

1. Upload their evidence to the Court’s Digital Evidence System (DES) at <https://www.lacourt.org/digitalevidence> at least ten (10) days prior to the scheduled hearing date and share the evidence with the other party or parties in the case. Any evidence uploaded to the portal shall be available to the opposing side until the conclusion of the hearing. A party’s failure to timely exchange and submit evidence to the court may result in the court not considering the evidence.

- 1 2. Alternatively, a party may send a copy of any evidence it wants the court to consider
2 to the court and to the other party or parties in the case, by any means that ensures
3 their receipt of the evidence at least ten (10) days in advance of the hearing. Upon
4 request, the party must be able to provide the court proof of sending the evidence.
5
- 6 3. When submitting evidence, each party must follow the procedures set forth below:
- 7 a. Each party must complete form LASC CIV 278 Exchange and
8 Submission of Evidence (Small Claims). The form must be placed
9 inside the envelope with the evidence. The form is attached and is
10 available on the court's website at <http://www.lacourt.org>.
11
- 12 b. Each party must complete a mailing label and attach it to the outside of
13 the envelope. The mailing label must contain the following information
14 (a) case name; (b) case number; (c) date of hearing; (d) name of party
15 submitting the evidence; and (e) courtroom number or department
16 number in which the case will be heard. The mailing label form LASC
17 CIV 279 is attached and is available on the court's website at
18 <http://www.lacourt.org>.
19
- 20 c. Physical evidence will be destroyed after the ruling unless parties
21 provide a self-addressed envelope with sufficient pre-paid postage at the
22 time of submission of evidence to the court. Digital evidence will be
23 purged from the portal 60 days after the hearing has concluded and a
24 ruling has been entered.
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d. A list of the addresses for the courthouses and courtrooms that hear Small Claims matters is available at <http://www.lacourt.org/couthouse/mode/division/smallclaims>

The plaintiff is further ordered to serve a copy of this 2nd Amended Standing Order with the Plaintiff's Claim and ORDER to Go to Court (SC-100) or the Plaintiff's Claim and ORDER to Go to Court (COVID-19 Rental Debt) (SC-500) along with all other information sheets as required.

IT IS SO ORDERED.



Dated: SEPTEMBER 20, 2024

Judge Michelle Williams Court
Supervising Judge, Civil Division