

FILEDSuperior Court of California
County of Los Angeles**APR 14 2026**David W. Slayton, Executive Officer/Clerk of Court
By: C. Guerrero, Deputy**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES**IN RE SMALL CLAIMS PROTOCOL FOR
EXCHANGE AND SUBMISSION OF EVIDENCE**THIRD 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 at the hearing on the matter in support of their respective positions. The Superior Court of Los Angeles County encourages parties in Small Claims cases to appear remotely via <https://s.lacourt.org/wX4Hj21>.

This Order describes how parties are to exchange evidence and how they will submit evidence to the Court in advance of the hearing. A party's failure to timely exchange/share their evidence with the other party or parties, and to submit evidence to the Court, may result in the Court not considering the evidence.

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

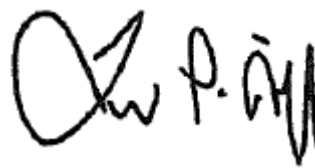
1. Upload their evidence to the Court's Digital Evidence System (DES) <https://s.lacourt.org/JWyV711> at least ten (10) days prior to the scheduled hearing date and share the evidence with the other party or parties in the case. The party must have the other party's or parties' email address to share evidence using the DES; or
2. Alternatively, a party may send a physical copy of any evidence it wants the Court to consider to the Court and to the other party or parties in the case, by any means that ensures receipt of the evidence at least ten (10) days in advance of the hearing. Upon request, the party must be able to provide the Court proof of sending the evidence. When

1 submitting physical evidence under alternative 2, a party must follow the procedures set
2 forth below:

- 3 a. The party must complete form SCLAC SMCL 278 Exchange and Submission of
4 Evidence (Small Claims). The form must be placed inside the envelope with the
5 evidence. The form is attached and is available on the Court's website at
6 <https://s.lacourt.org/LnPhf31>.
- 7 b. The party must complete a mailing label and attach it to the outside of the envelope.
8 The mailing label must contain the following information: (a) case number; (b) date of
9 hearing; (c) name of party submitting the evidence; and (d) courtroom number or
10 department number in which the case will be heard. The mailing label form SCLAC
11 SMCL 279 is attached and is available on the Court's website at
12 <https://s.lacourt.org/LnPhf31>.
- 13 c. Physical evidence will be destroyed after the ruling unless the party seeking its return
14 provides a self-addressed envelope with sufficient pre-paid postage at the time of
15 submission of evidence to the Court. Digital evidence will be purged from the portal 60
16 days after the hearing has concluded and a ruling has been made.
- 17 d. A list of the addresses for the Courthouses and Courtrooms that hear Small Claims
18 matters is available at <https://s.lacourt.org/KHmfA21>.

19 The plaintiff is further ordered to serve a copy of this Third Amended Standing Order with the
20 Plaintiff's Claim and ORDER to Go to Court (SC-100) along with all other information sheets as
21 required.

22 IT IS SO ORDERED.



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24 DATED: March 18, 2026

25 _____
26 Judge Lawrence P. Riff
27 Supervising Judge, Civil Division
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