

Exchange and Submission of Evidence (Small Claims)

Important: This form is to be used to submit evidence to the court and the opposing party for any party that wishes to appear by telephone or video. Read the other side of this form before you fill out the form.

Pursuant to 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.

Parties who wish to appear remotely are ordered to exchange and submit evidence to the court at least seven (7) days prior to the hearing and show proof of compliance (Standing Order _____).

A party's failure to comply may result in the evidence not being considered by the court.

Clerk stamps date here when evidence is received

Fill in court name and address
Superior Court of California,
County of Los Angeles

Case Number: _____

Case Name: _____

My Name is: _____

My Mailing Address is: _____

I am a (check one): Plaintiff Defendant in this case.

My hearing is now scheduled on

(date) _____

at (time) _____

in Department _____

INSTRUCTIONS:

List each item of evidence separately and briefly describe it. Please provide copies only, as evidence will be returned only if a self-addressed envelope with sufficient pre-paid postage is submitted. If you need more space, attach one sheet of paper.

1. _____

2. _____

3. _____

4. _____

5. _____

The parties listed below have been served with a copy of my evidence.

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Name: _____ was served on (date) _____

by (check one) mail personal delivery. Address of service: _____

Instructions for Form LASC CIV 278, Exchange of Evidence (Small Claims)

(This form must be used to submit evidence to the court)

To facilitate remote appearances, evidence must be exchanged between or among the parties and submitted to the court in advance of the hearing pursuant to Standing Order Re: Evidence (effective July 1, 2020).

The party who wishes to appear remotely must do the following:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in a manner that ensures receipt of the evidence at least seven (7) days prior to the hearing date.
2. Send a copy of any evidence the party wishes the court to consider to the court that ensures receipt of the evidence at least seven (7) days prior to the hearing date.
3. Place a copy of the evidence in an envelope;
4. Place a completed copy of this form inside the envelope;
5. Enclose a self-addressed envelope with sufficient pre-paid postage in the envelope, if you want the evidence returned to you after the hearing;
6. Seal the envelope;
7. COMPLETE THE MAILING LABEL AND ATTACH TO THE ENVELOPE;
8. Mail to the clerk of the court at the address of the courthouse where your case is pending or place in the Civil drop-off box located outside the courthouse. The courthouse addresses are listed below;
9. If requested, the party must provide proof of sending the evidence to the court and to the opposing party or parties;
10. A remotely-appearing party's failure to exchange evidence with the opposing party and submit evidence to the court with proof of mailing in advance of the hearing and as set forth herein, may result in the evidence not being considered by the court.

Michael Antonovich Courthouse
Antelope Courthouse – Dept. A22
42011 4th Street West
Lancaster, CA 93534

Bellflower Courthouse – Dept. 1
10025 Flower Street
Bellflower, CA 90706

Chatsworth Courthouse – Dept. F44
9425 Penfield Avenue #1200
Chatsworth, CA 91311

Compton Courthouse – Dept. 7
200 West Compton Blvd
Compton, CA 90220

Inglewood Courthouse – Dept. 8
One Regent Street
Inglewood, CA 90301

Governor George Deukmejian
(Long Beach) Courthouse – Dept. S13
275 Magnolia Avenue
Long Beach, CA 90802

Pasadena Courthouse – Dept. A
300 East Walnut
Pasadena, CA 91101

Santa Monica Courthouse – Dept. S
1725 Main Street
Santa Monica, CA 90401

Stanley Mosk Courthouse D1A / D90
111 North Hill Street
Los Angeles, CA 90012

Van Nuys Courthouse – Dept. P
6230 Sylmar Avenue
Van Nuys, CA 91401

West Covina Courthouse – Dept. 6
1427 West Covina Parkway
West Covina, CA 91790