

## Exchange and Submission of Evidence (Small Claims)

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

**Important:** This form is to be used to submit evidence to the court and the opposing party. 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.

Each party who wishes to submit evidence is ordered to exchange and submit evidence to the court at least ten (10) days prior to the hearing and show proof of compliance (1st Amended Standing Order Re: Evidence Exchange 2020-SJ-015-01).

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

Case Number:

Case Name:

My Name is: \_\_\_\_\_

My hearing is now scheduled on

My Mailing Address is: \_\_\_\_\_

(date) \_\_\_\_\_

at (time) \_\_\_\_\_

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

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 1st Amending Standing Order Re: Evidence Exchange (effective September 4, 2020).

**Each 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 ten (10) 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 ten (10) 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  
Small Claims Courtroom  
42011 4th Street West  
Lancaster Lancaster, CA 93534

Bellflower Courthouse  
Small Claims Courtroom  
10025 Flower Street  
Bellflower, CA 90706

Chatsworth Courthouse  
Small Claims Courtroom  
9425 Penfield Avenue  
Chatsworth, CA 91311

Compton Courthouse  
Small Claims Courtroom  
200 West Compton Blvd  
Compton, CA 90220

Inglewood Courthouse  
Small Claims Courtroom  
One Regent Street  
Inglewood, CA 90301

Governor George Deukmejian  
Long Beach Courthouse Small  
Claims Courtroom  
275 Magnolia Avenue  
Long Beach, CA 90802

Pasadena Courthouse  
Small Claims Courtroom  
300 East Walnut  
Pasadena, CA 91101

Santa Monica Courthouse  
Small Claims Courtroom  
1725 Main Street  
Santa Monica, CA 90401

Stanley Mosk Courthouse  
Small Claims Courtroom  
111 North Hill Street  
Los Angeles, CA 90012

Van Nuys Courthouse  
Small Claims Courtroom  
6230 Sylmar Avenue  
Van Nuys, CA 91401

West Covina Courthouse  
Small Claims Courtroom  
1427 West Covina Parkway  
West Covina, CA 91790