



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

SMALL CLAIMS COURT

www.sdcourt.ca.gov

HOW TO FILE A SMALL CLAIMS CASE COVID-19 RENTAL DEBT

This document provides information on how to file a small claims case regarding COVID-19 rental debt.

1. Read the COVID-19 Rental Debt in Small Claims Court form (JC Form #SC-500-INFO) before filling out the Plaintiff's Claim and Order to Go to Small Claims Court (COVID-19 Rental Debt) (JC Form #SC-500).
2. Complete the Plaintiff's Claim and Order to Go to Small Claims Court (COVID-19 Rental Debt) (JC Form #SC-500) and sign it. Make sure that all pages are typed or clearly printed in blue or black ink. Make a copy for yourself and each named defendant. Fillable forms can be found on the court's website at www.sdcourt.ca.gov.

How to name yourself and the defendant correctly (examples):

Individual:	First name, middle name or initial (if any), last name
Business Owner:	John Smith d.b.a. The ABC Company (Note: If Plaintiff is named in this way, a Fictitious Business Name Declaration (JC Form #SC-103) must be filed)
Corporation:	The ABC Company, Inc. <i>or</i> , The ABC Company, a Ca. Corp.
Partnership:	The ABC Company, a partnership of John Stone and Mary Hill

3. Filing the Claim
Submit the original, all copies, and filing fee in person or by mail to the Central Division, Hall of Justice, Small Claims, 330 W. Broadway, San Diego, CA 92101. To determine the correct filing fee, refer to the Fee Schedule (SDSC Form #ADM-001), available on the court's website: www.sdcourt.ca.gov. Make checks payable to San Diego Superior Court. Include a self-addressed, legal size envelope stamped with sufficient postage for copies to be returned.
 - For more information, visit the California Courts Self-Help Center at www.courtinfo.ca.gov/selfhelp (English) or www.sucorte.ca.gov (Spanish).
4. Serving the Defendant
Each defendant must be given a copy of the Plaintiff's Claim and Order to Go to Small Claims Court (COVID-19 Rental Debt) (JC Form #SC-500). To find out how to serve the defendant and file a proof of service, refer to COVID-19 Rental Debt in Small Claims Court (JC Form #SC-500-INFO) and What is "Proof of Service"? (JC Form #SC-104B), included in this packet. Proof of Service (JC Form #SC-104) must be submitted to the court clerk at least five (5) days before the trial date.

Service may be completed by:

- Any person who is not a party to the case and is at least 18 years of age may serve the defendant. After serving the defendant, complete a Proof of Service (JC Form #SC-104), available on the court's website www.sdcourt.ca.gov.
- The court clerk by certified mail. To request service by the court clerk, submit the Request for Service by Certified Mail (Small Claims) (SDSC Form #SC-074). **There is a fee for each defendant and the fee must be included with the filing fee.** See Fee Schedule (SDSC Form #ADM-001).

If the defendant is unable to be served before the trial date, complete the Request to Postpone Trial (JC Form #SC-150) to ask for a new trial date.