

Clerk stamps date here when form is filed.

**Request**

This form is used to ask the court to make an order before or after the trial in a small claims case. The court will notify all plaintiffs and defendants in this case about its decision by mail, at the trial, or at a hearing (depending on when the request is filed).

**If you are the person asking the court to make an order**, ask the Small Claims Advisor if this is the right form for the kind of order you want. If so, follow these steps:

- Fill out page 1 of this form and file it at the clerk's office.
- If you are making this request **before** your trial, you must mail (or deliver in person) a copy of this form to all other plaintiffs and defendants in your case. *Exception:* If the plaintiff's claim has not been served, you do not have to serve this request on the other plaintiffs and defendants in your case.
- If you are making this request **after** the judge has decided your case, the clerk will mail a copy of this form to all other plaintiffs and defendants in your case. The court will give the other plaintiffs and defendants at least 10 days to answer this *Request*.

**If you receive this form**, read below, then fill out ⑦–⑩ on page 2.

**① The person asking the court to make an order is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check one:  A defendant in this case  A plaintiff in this case Other (*explain*): \_\_\_\_\_**② Notice to:** (*List names and addresses of all other defendants and plaintiffs in your case.*)

a. Name	Address
b. _____	_____
c. _____	_____

Check here if you need more space. Use Form MC-031 or a plain sheet of paper. Write "SC-105, Item 2" on top.

If your request is made before the trial and after the claim was served, fill out below:

I  mailed  delivered in person a copy of this form to everyone listed in ② on (*date*): \_\_\_\_\_

**③ I ask the court to make the following order** (*specify*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check here if you need more space. Use Form MC-031 or a plain sheet of paper. Write "SC-105, Item 3" on top.

**④ I ask for this order because** (*explain and give facts of your case here*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check here if you need more space. Use Form MC-031 or a plain sheet of paper. Write "SC-105, Item 4" on top.

**⑤ In making its order**, I ask the court to consider the information on this form, any records on file, and, if the court holds a hearing, the evidence presented at that hearing.**⑥ I declare under penalty of perjury under California state law** that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Type or print your name*\_\_\_\_\_  
*Sign your name*

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**Answer**

The person listed in ① on page 1 of this form has asked the court to make an order in your small claims case.

Follow these steps to tell the court what you want to do about this request:

- Read page 1 to see what the person in ① is asking for.
- Fill out ⑦–⑩ below.
- Mail your completed form to the court right away.
- Mail a copy of this form to each plaintiff and defendant listed in ① and ② on page 1 of this form.

The court will mail its decision to all plaintiffs and defendants in this case or will make a decision at a court hearing or trial.

If you do nothing, the court may make the order without hearing from you.

Fill in court name and street address:

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CENTRAL DIVISION, SMALL CLAIMS,  
330 W. BROADWAY, ROOM 225,  
SAN DIEGO, CA 92101

Fill in your case number and case name below.

**Case Number:**  
  
**Case Name:**

**⑦ The person filing this answer is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check one:  A defendant in this case  A plaintiff in this case

**⑧ Tell the court what you want to do about this request.**

(Check all that apply):

- a.  I agree to the order requested in ③.
- b.  I do not agree to the order requested in ③. (Explain below:)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you need more space. Use Form MC-031 or a plain sheet of paper. Write "SC-105, Item 8" on top.

c.  I ask the court to have a hearing to decide this matter.

**⑨** I mailed a copy of this form to everyone listed in ① and ② of this form on (date): \_\_\_\_\_

**⑩** I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name

\_\_\_\_\_  
Sign your name

**? Need help?**

For free help, contact your county's Small Claims Advisor:

(858) 634-1777 Advisor's Number  
(858) 634-1900 Recorded Information

Or, go to "County-Specific Court Information" at [www.courtinfo.ca.gov/selfhelp/smallclaims](http://www.courtinfo.ca.gov/selfhelp/smallclaims)

If the request on page 1 was made after the hearing, the clerk fills out below.

— Clerk's Certificate of Mailing —

I certify that I am not involved in this case and (check one):

- A Certificate of Mailing is attached.
- The Request for Court Order and Answer was mailed first class, postage paid, to all parties at the addresses listed in ②.

On (date): \_\_\_\_\_

From (city): \_\_\_\_\_, California

Clerk, by \_\_\_\_\_, Deputy