

## Draft of Small Claims ADR Process

### Court

3 ways Plaintiff's Claim may be submitted

- Mail
- Counter
- E-filing

Clerk will review the claim to ensure the phone numbers and email addresses are entered

<b>1 The plaintiff (the person, business, or public entity that is suing) is:</b>				
Name: _____		Phone: _____		
Street address: _____		_____		
Street	City	State	Zip	
Mailing address (if different): _____		_____		
Street	City	State	Zip	
Email address (if available): _____		_____		
<b>If more than one plaintiff, list next plaintiff here:</b>				
Name: _____		Phone: _____		
Street address: _____		_____		
Street	City	State	Zip	
Mailing address (if different): _____		_____		
Street	City	State	Zip	
Email address (if available): _____		_____		
<input type="checkbox"/> Check here if more than two plaintiffs and attach form <a href="#">SC-100A</a> .				
<input type="checkbox"/> Check here if either plaintiff listed above is doing business under a fictitious name and attach form <a href="#">SC-103</a> .				
<input type="checkbox"/> Check here if any plaintiff is a "licensee" or "deferred deposit originator" (payday lender) under Financial Code sections 23000 et seq.				
<b>2 The defendant (the person, business, or public entity being sued) is:</b>				
Name: _____		Phone: _____		
Street address: _____		_____		
Street	City	State	Zip	
Mailing address (if different): _____		_____		
Street	City	State	Zip	
<b>If the defendant is a corporation, limited liability company, or public entity, list the person or agent authorized for service of process here:</b>				
Name: _____		Job title, if known: _____		
Address: _____		_____		
Street	City	State	Zip	
<input type="checkbox"/> Check here if your case is against more than one defendant and attach form <a href="#">SC-100A</a> .				
<input type="checkbox"/> Check here if any defendant is on active military duty and write defendant's name here: _____				
<b>3 The plaintiff claims the defendant owes \$ _____ . (Explain below and on next page.)</b>				
a. Why does the defendant owe the plaintiff money?				
& _____				

If submitted by mail

- Mail = mail the confirmed copy and flyer to Plaintiff

If submitted through counter

- Clerk will explain the flyer to plaintiff

If submitted via e-filing

- Clerk may add a [verbiage] in the comment section

## **Mediator**

Mediator will work with the court to create flyer to be included in the Small Claims Packet.

## **Court**

IT to create a Custom Report with the following:

- Case Number
- Case Name
- Phone Numbers
- Email Addresses
- Hearing Date
- Hearing Type

Reports will run every Friday and send to the Mediator with the above information

If hearings change due to continuance or cases being dismissed, the mediator may check our online portal under events and hearings

## **Mediator**

Mediator will contact parties

- Whether settlement is reached or not, mediator will submit form to the court.
- There should also be another form prepared where the mediator can specify what he/she did. For example, called plaintiff on “date” and got no answer. Another example, called plaintiff on “date” phone number is disconnected.
  - o Mediator will work with Court on any needed forms.
  - o Mediator will email the form to the clerk’s office through a designated email address.
  - o Mediator will come up with a method to track cases and work with the court on the changes in schedule.