

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN  
SMALL CLAIMS DIVISION**

STOCKTON BRANCH  
222 E. WEBER AVE. RM 303  
STOCKTON, CA 95202  
(209) 468-2949

LODI BRANCH  
315 W. ELM ST.  
LODI, CA 95240  
(209) 331-2101

MANTECA BRANCH  
315 E. CENTER ST.  
MANTECA, CA 95336  
(209) 239-9188

TRACY BRANCH  
475 E. TENTH ST.  
TRACY, CA 95376  
(209) 831-5902

**RE: FORMS AND INSTRUCTIONS FOR FILING A SMALL CLAIMS ACTION**

DEAR LITIGANT:

We are forwarding at your request the forms for filing a Small Claims Action.

Please read both sides of the **INFORMATION FOR THE SMALL CLAIMS PLAINTIFF** form enclosed.

After reading the Information Sheet, if you have any questions which are not of a legal nature, you may contact our office at the phone number above.

If you have question of a legal nature, you may contact the **SMALL CLAIMS ADVISOR**, between the hours of 12 noon and 5 p.m., Monday through Thursday, at (209) 473-6463.

Please fill out the **PLAINTIFF'S STATEMENT** completely. This forms may be either typed or hand written in blue or black ink, as long as it is legible. All information must be completed in order for us to be able to process your claim. Be sure to sign this form as required.

On the **PLAINTIFF'S CLAIM AND ORDER TO THE DEFENDANT** form, you must read #7, #8, and #9, "I Declare" statement, date, print your name and sign.

If you will be filing through the mail you must do the following: (1) Advise the Clerk as to how you intend to have the Defendant(s) served to come to Court, (2) Enclose your check made payable to Superior Court for the correct filing fee, (3) enclose a self-addressed, stamped envelope so that we may return your copy.

The fee to have the Court serve your Defendant(s) by certified mail is \$8.00 per person named on your Claim. The fee must be paid when your Claim is filed. If you choose this method of service, you must telephone the Court two weeks after we have filed your claim and ask if the certified mail was claimed. If the certified mail is claimed your matter will be placed on calendar. If the certified mail is not claimed your matter will not be placed on calendar. When calling to verify this information, be sure to refer to your Small Claims Case Number.

If you choose to have the San Joaquin County Sheriff serve your Claim you can contact them at (209) 468-4475 to inquire about the fees and requirements.

Please request **PROOF OF SERVICE** forms if you choose to have an individual over 18 year of age, who is not a party to the action serve your claim.

**YOUR PROOF THAT THE DEFENDANT HAS BEEN SERVED WITH THE CLAIM MUST BE FILED WITH THIS COURT AT LEAST FIVE DAYS PRIOR TO THE HEARING DATE ASSIGNED.**