

Small Claims

Claim and Order, Proof of Service

11

FORMS INCLUDED IN THIS PACKET (you may not need all these forms):

	FORM NUMBER	FORM NAME / DESCRIPTION
1)	SC-100-INFO	Information for the Small Claims Plaintiff
2)	Local Notice	Notice regarding Small Claims Certified Mailing
3)	MMC-110-local	Request for Interpreter
4)	SC-100	Plaintiff's Claim and Order to Go to Small Claims Court ★ Mandatory Form ★
5)	SC-100A	Other Plaintiffs or Defendants (an attachment to the SC-100 form)
6)	SC-103	Fictitious Business Name (an attachment to the SC-100 form)
7)	SC-109	Authorization to Appear
8)	SC-104B	What is "Proof of Personal Service"?
9)	SC-104C	How to Serve a Business or Public Entity (Small Claims)
10)	SC-104	Proof of Service
11)	SC-104A	Proof of Mailing (Substituted Service) (an attachment to the SC-104 form)
12)	SC-112A	Proof of Service by Mail (an attachment as stated on the form)
13)	SER-001	Request for Sheriff to Serve Court Papers
14)	SC-200-INFO	What to Do After the Court Decides Your Small Claims Case
15)	SC-220-INFO	Payments in Small Claims Cases

You can get additional forms from the Superior Court Clerk's Office in either the Ukiah courthouse or the Fort Bragg Justice Center, the Self-Help Center in the Ukiah courthouse, on the court's website at www.mendocino.courts.ca.gov, or from the Judicial Council's website at www.courts.ca.gov.

Filing Fee: **\$30.00** for claims \$1,500.00 or less
\$50.00 for claims \$1,500.00 to \$5,000.00
\$75.00 for claims \$5,000.00 to \$12,500.00 (*no corporate filings*)
\$100.00 if you have filed more than 12 claims in the past year

(Fee Waiver packet available upon request. Please be aware that the judge may order that you pay waived filing fees if you are the prevailing party in your case.)

INSTRUCTIONS: Print or type all paperwork **neatly (legibly)** in black or blue ink.

- Fill out **one (1) original** of each form that applies to your case.
- **To file your documents in the Clerk's Office, DO NOT STAPLE the forms**, instead paperclip the individual forms (with any attachments clipped the related form) and turn the forms into the Clerk's Office. The clerk will process the forms, scan them, and return them to you for service.
- **To e-file your documents**, visit the court's website at www.mendocino.courts.ca.gov for more information.

For Service by Sheriff's Department, contact the Mendocino County Sheriff's Department at:

Ukiah: 589A Low Gap Road, Ukiah, CA 95482 (707) 463-4411 Monday-Friday, 8am-5pm
Fort Bragg: 700 S Franklin St., Suite 110, Fort Bragg, CA 95437 (707) 964-6308 Monday-Thursday, 8am-5pm

Court Clerk's Office Hours of Operation: 8:30am-3:30pm Monday-Friday

Ukiah Courthouse, 100 North State Street, Room 107, Ukiah, CA 95482 ★ (707) 468-2001
 Ten Mile Justice Center, 700 South Franklin Street, Fort Bragg, CA 95437 ★ (707) 964-3192