

<p><b>Exchange and Submission of Evidence (Small Claims)</b></p> <p><b>Important:</b> This form is to be used to submit evidence to the court and the opposing party for parties that are appearing remotely via Zoom.</p> <p>Pursuant to Code of Civil Procedure section 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.</p> <p>Parties are ordered to exchange and submit evidence to the court at least seven (7) days prior to the hearing and show proof of compliance (Standing Order Re Small Claims Trials).</p> <p>A party's failure to comply may result in the evidence not being considered by the court.</p>	<p><i>Clerk stamps date here when evidence is received.</i></p>
	<p><i>Fill in court name and address:</i> Superior Court of California, County of Sonoma</p>
	<p>Case Number: MSC-</p>
	<p>Case Name:</p>

My name is: \_\_\_\_\_

My hearing is scheduled on:

My mailing address is: \_\_\_\_\_

(date) \_\_\_\_\_

\_\_\_\_\_

at (time) \_\_\_\_\_

I am a (check one):  Plaintiff  Defendant

in Department: \_\_\_\_\_

**INSTRUCTIONS:**

List each item of evidence separately and briefly describe it. Please provide copies only, as evidence will be returned only if a self-addressed envelope with enough pre-paid postage is submitted. If you need more space, attach one sheet of paper.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The parties listed below have been served with a copy of my evidence.

Name: \_\_\_\_\_ was served on (date) \_\_\_\_\_

By (check one)  mail  personal delivery. Address of service: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ was served on (date) \_\_\_\_\_

By (check one)  mail  personal delivery. Address of service: \_\_\_\_\_

\_\_\_\_\_

For Optional Use