

SMALL CLAIMS FORMS & INSTRUCTIONS

(Starting a Case)

MONTEREY COUNTY SUPERIOR COURT

Court staff cannot give legal advice about what is in your best interests or what you should do about your case. The court is required under the law to remain neutral and to assist both parties to any dispute.

Attached are the forms usually necessary for starting a small claims action. These instructions and small claims forms are available on our local court website at www.courts.ca.gov. The State Court website at www.courts.ca.gov has a large amount of information regarding small claims cases and questions. There is also an interactive website that assists you in preparing your forms, which is found at <https://www.monterey.courts.ca.gov/self-help/file-at-home>.

The Monterey County Small Claims Advisor is located at the Monterey College of Law (<http://montereylaw.edu/small-claims-telephone-appointments/>).

The Court's Self Help Center is located at the following locations: (1) Monterey Courthouse, 1200 Aguajito Road, Monterey CA; (2) near the Salinas Courthouse, at 118 W. Gabilan Street, Salinas CA; and (3) on a limited schedule at the Greenfield Civic Center, 599 El Camino Real, Greenfield, CA. To see the schedules and make an appointment at the Self Help Center, please go to www.monterey.courts.ca.gov, and follow the links to the Self-Help Center.

This packet contains the following forms:

- [SC-100](#): Plaintiff's Claim and Order to Go to Small Claims Court
- [SC-100-INFO](#): Information for the Plaintiff
- [SC-100A](#): Other Plaintiffs and Defendants
- [SC-103](#): Fictitious Business Name Declaration
- [SC-200-INFO](#): What to do After the Court Decides Your Small Claims Case