

1 HONORABLE PATRICK BRODERICK  
2 SUPERVISING CIVIL JUDGE  
3 SONOMA COUNTY SUPERIOR COURT  
4 600 Administration Drive  
5 Santa Rosa, CA 95403

**FILED**

JAN 11 2021

Clerk of the Superior Court of California  
County of Sonoma  
By RB Deputy Clerk

8 SUPERIOR COURT OF THE STATE OF CALIFORNIA  
9 FOR THE COUNTY OF SONOMA

10 IN RE SMALL CLAIMS PROTOCOL FOR EXCHANGE AND SUBMISSION OF EVIDENCE  
11 | STANDING ORDER RE: SMALL CLAIMS TRIALS  
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13 Pursuant to California Code of Civil Procedure § 116.520, parties in a Small Claims  
14 matter have the right to present evidence and witnesses at the hearing on the matter in support of  
15 their respective positions.  
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17 As a result of the COVID-19 pandemic, it is imperative to practice social distancing in  
18 courthouses and courtrooms. To that end, the Sonoma County Superior Court will require remote  
19 appearances by audio or video in Small Claims cases beginning February 5, 2021 via Zoom. In  
20 order to facilitate remote appearances, the court has developed a protocol for the exchange of  
21 evidence between or among the parties in advance of the hearing and for submission to the court  
22 in advance of the hearing. Evidence will be destroyed after the hearing unless parties provide a  
23 self-addressed envelope with enough pre-paid postage at the time of submission of evidence to  
24 court. All parties in a Small Claims matter are ordered to:  
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1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in the matter in any manner that ensures receipt of the evidence at least seven (7) days in advance of the hearing. The party must be able to provide proof of sending the evidence to the court if requested.
  2. Send a copy of any evidence the party wishes the court to consider to the court at least seven (7) days prior to the hearing date.
  3. For exhibits that consist of no more than 10 (ten) total pages (inclusive of all exhibits), the submitting party may send the exhibits to the court electronically by email at SCtrials@sonomacourt.org.

11 a. Emails sent to the above address are limited to the submission of exhibits.

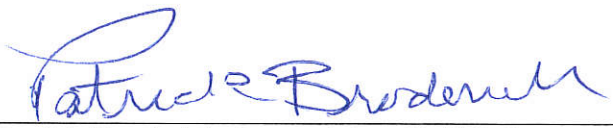
12 Unauthorized emails will not be read and will be deleted without any further  
13 action being taken. Ex parte communications shall not be sent to the above  
14 address, and any such ex parte communications will not be read or considered  
15 by the assigned judge.  
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17 A party's failure to exchange and submit evidence to the court with proof of compliance  
18 and mailing, may result in the evidence not being considered by the court.  
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20 The plaintiff is further ordered to serve a copy of this Standing Order with the Plaintiff's  
21 Claim and Order to Go To Court (SC-100) along with all other information sheets as required.

22 IT IS SO ORDERED.

23  
24 Dated: 1-11-21

  
Patrick Broderick, Supervising Civil Judge