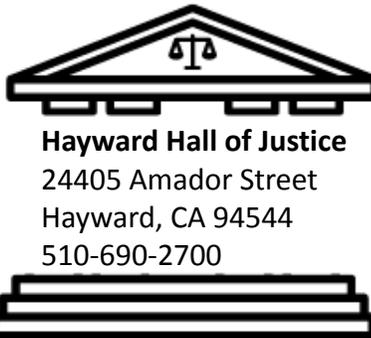


Small Claims Court Filing Options During COVID-19



File Your Claim:

- Assemble the following:
 - Self-addressed, stamped envelope (if filing by mail or drop-box)
 - A check or money order for the filing fee or a completed request for fee waiver
 - Make checks payable to "Clerk of the Court"
 - Filing fees range from \$30-\$75, depending on the amount of your claim. [Click here for more information.](#)
 - Include an additional \$15 if you'd like to have the court serve the defendant by certified mail
 - [Click here for more information about fee waivers](#)
 - [Click here for fee waiver forms](#)
 - Two copies of the "[Plaintiff's Claim and Order to go to Small Claims Court \(SC-100\)](#)" form.
- Send forms to whichever court is convenient via:
 - Fax
 - Mail
 - Drop-box: hours are M-F 8:30am-4:00pm
- For Alameda County Small Claims, you can file in either of these locations:



Hayward Hall of Justice
24405 Amador Street
Hayward, CA 94544
510-690-2700



René C. Davidson Courthouse
1225 Fallon Street
Oakland, California 94612
510-891-6000

- It should take about a week for the court to return the paperwork, which will include your court hearing time.



Serve the Other Party:

- A person other than yourself who is at least 18 years old will need to give the papers to the other party. If you'd like to hire a professional process server, you can [search for one here](#).
- After serving, the server will need to complete a Proof of Service form (SC-104) and file it in the clerk's office. [Click here for the form](#).
- Business (refer to website to find agent of service)



Attend the Hearing:

- During COVID, Small Claims hearings are being held online. For information about online hearings and sharing your information with the court, [click here for the court's informational PDF](#).
- For information about court procedure and tips on how to present your case, [click here for the resource on the Student Legal Services website](#).



Questions about the process? Contact the Alameda County Courts Self-Help Center! [Click here for more information](#).