

PARTY WITHOUT ATTORNEY (Name and address): TELEPHONE NO.: _____ FAX NO.(Optional): _____ EMAIL ADDRESS (Optional): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO CENTRAL DIVISION, SMALL CLAIMS, 330 W. BROADWAY, SAN DIEGO, CA 92101	
PLAINTIFF(S)	
DEFENDANT(S)	CASE NUMBER
REQUEST AND ORDER TO APPEAR BY TELEPHONE (SMALL CLAIMS)	HEARING DATE
	TIME: _____ DEPT: _____

When requesting to appear by telephone due to a disability, use Disability Accommodation Request (SDSC Form #ADM-410) in place of this form.

1. I, _____, am the plaintiff defendant other: _____
_____ in this case.
2. I ask the court to allow me to appear by telephone through the designated provider, CourtCall, LLC, on _____ at _____ a.m. p.m. in Department _____ of the above-named court.
I understand a fee will be charged by CourtCall, LLC for this service.
3. The type of hearing I am requesting to appear by telephone is: trial on the claim other: _____
_____.
4. I would like the court to consider the following information in making its decision whether to allow an appearance by telephone. *(Note: The court can still deny your request even though boxes are checked.)*
 - a. I live outside of the County of San Diego, in *(specify location)*: _____.
 - b. I work outside of the County of San Diego, in *(specify location)*: _____.
 - c. Other: _____.

TERMS AND CONDITIONS FOR AN APPEARANCE BY TELEPHONE

1. If the applicant has been ordered to personally appear at the hearing, he or she is not eligible to appear by telephone.
2. The court has discretion to permit an appearance by telephone if it is appropriate, or to deny the request if it determines that a personal appearance would materially assist in the determination of the proceedings or the effective management or resolution of the case.
3. At any time during the appearance by telephone, the court may determine that a personal appearance is necessary, continue the matter, and require a personal appearance.
4. Information to verify the party's identity over the telephone must be provided upon the court's request.
5. If a request is granted, the party is responsible for contacting the court's designated provider, CourtCall, LLC, at (888) 882-6878, prior to the hearing date to arrange for the appearance by telephone. The party is also responsible for paying all associated fees to CourtCall, LLC.
6. The court will try to accommodate unexpected problems associated with an appearance by telephone; however, absent good cause, the matter may proceed without the applicant's appearance or a continuance, and the court may decide the matter based on the information and evidence before it.
7. An appearance by telephone does **not** relieve a party of any obligations otherwise associated with a personal appearance, including the timely filing, service, and lodgment of all documents.
8. An appearance by telephone does **not** grant a party any additional rights otherwise not associated with a personal appearance, including the opportunity to inspect documents or evidence properly submitted by another party and the ability to see all nonverbal aspects of the hearing.

SHORT TITLE	CASE NUMBER
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- 9. A request to appear by telephone should be filed with the court and served on all parties at least 15 court days before the scheduled hearing date.
- 10. Any evidence submitted to the court must be received at least 10 court days before the scheduled hearing date.
DO NOT SEND ORIGINAL DOCUMENTS. Evidence will not be returned.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE TERMS AND CONDITIONS FOR AN APPEARANCE BY TELEPHONE AND AGREE TO BE BOUND BY THEM. TO THE BEST OF MY KNOWLEDGE, I AM ELIGIBLE FOR THIS APPEARANCE BY TELEPHONE.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

 Type or Print Name

 Signature

ORDER

The request to appear by telephone on _____ at _____ a.m. p.m. in Department _____ is:

- GRANTED.**
- DENIED.** The court finds that an appearance by telephone for this hearing is not appropriate under the circumstances.
 Hearing reset/continued to _____ at _____ a.m. p.m. in Department _____.
- OTHER ORDERS:** _____.

IT IS ORDERED.

Date: _____

 Judge/Commissioner of the Superior Court