



SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN BERNARDINO

SMALL CLAIMS

Court Info:

Fontana District
17780 Arrow Boulevard
Fontana, CA 92335
Phone: (909) 350-9322
Fax: (909) 320-5117
Email: FontanaSmallClaims@sb-court.org

Barstow District
235 East Mountain View Street
Barstow, CA 92311
Phone: (760) 718-3734
Fax: (760) 718-3405
Email: Barstow@sb-court.org

Joshua Tree District
6527 White Feather Road
Joshua Tree, CA 92252
Phone: (760) 974-3047
Fax: (760) 974-3033
Email: JoshuaTree@sb-court.org

SERVICES AVAILABLE

Self-Help Info

Phone # for Self-Help:
(909) 708-8606,
Mon-Thurs: 12:30 PM - 4:00 PM,
Fri: 8:00 AM - 12:00 PM

Email Address:
smallclaims@sb-court.org

Locations:
Barstow Courthouse, Fontana
Courthouse, and Joshua Tree
Assembly Room

Barstow Courthouse - 1st floor Room 109

235 E Mountain View St. Barstow, CA 92311
Mon-Thurs: 8:00 AM - 2:00 PM (APPOINTMENT
ONLY)

Fontana Courthouse - 2nd floor

17780 Arrow Blvd. Fontana, CA 92335
Mon-Thurs: 8:00 AM - 2:00 PM

Joshua Tree - Jury Assembly Room

6527 White Feather Road Joshua Tree, CA 92252
4TH Friday of the month, 9:00 AM -11:30 AM &
12:30 PM - 2:00 PM

Forms

SC-100, Plaintiffs Claim

SC-104, Proof of Service

SC-104B, Proof of service info

SC-120, Defendants Claims

*Submit by mail, fax or
court drop box*

*Access these forms at
www.courts.ca.gov/forms*

FREQUENTLY ASKED QUESTIONS

Q: How do I file a Small Claims?

A: You may file a Small Claims by completing a SC-100 and turning it in to the designated Clerk's Office via mail, fax, or Turbo Court. ([Link to forms](#)).

Q: What if I need help completing Small Claims documents?

A: The court has a Self-Help Center that could be of assistance with your small claims forms.

Q: Do I need to submit my evidence before the court date?

A: No, it is not necessary to submit evidence prior to the hearing date. However, when you submit your evidence for review, copies must be provided for the judicial officer and all other opposing party(ies) on the case.

Q: What is the fee to file a Small Claims?

A: The fee is based on the dollar amount you're suing for.

- If the amount is between \$1500.00 OR LESS the fee is \$30
- If the amount is between \$1500.01-\$5000.00 the fee is \$50
- If the amount is between \$5000.01-\$10,000.00 the fee is \$75
- If you filed 12 or more claims the fee is \$100.00

Q: Does the court provide an interpreter if needed?

A: Fill out form INT-300 and submit to the court as soon as your hearing date is scheduled. If an interpreter is not available, the court may need to continue your hearing to another date. For more information about available language services, please visit the court's website.

Q: Can someone appear on my behalf?

A: Yes, someone may appear for you by submitting the proper form (SC-109 Authorization to Appear on Behalf of Party)
*it is up to the Judicial Officer to determine the validity

Q: How do I locate the agent for service for a business?

A: You can research this by visiting the California Secretary of State Website (<https://www.sos.ca.gov>) or contact Self-Help

Q: How do I serve the defendant?

A: There are multiple ways to serve ([Proof of Service info sheet](#))

Q: How do I collect on a judgment?

A: There are multiple ways to collect your judgment ([How To Collect Your Judgement Document](#))

Q: I missed my hearing, do I have options?

A: If you miss your court date, you may have options to get your case back on the court's calendar. Please contact the Self-Help Center or Small Claims Advisor to navigate your options.

Q: Can I appeal the Judgment?

A: If both parties were present at the trial the defendant (the one being sued) may request an appeal using court form SC-140. The appeal must be requested and filed no later than 30 days from the date the court clerk mailed out the notice of entry of judgment. The plaintiff (the one who started the case) cannot ask for an appeal on the decision.

Q: How do I dismiss my case?

A: As the plaintiff you can dismiss your own case ([Request For Dismissal](#))