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SMALL CLAIMS HEARINGS ARE MOVING FROM THE SANTA MONICA COURTHOUSE TO THE BEVERLY HILLS COURTHOUSE

Effective July 3, 2023, all small claims hearings in the Court's West District will be moved from the Santa Monica Courthouse, 1725 Main St., Santa Monica, to the Beverly Hills Courthouse, 9355 Burton Way, Beverly Hills, Executive Officer/Clerk of Court David W. Slayton announced today.

While in-person small claims hearings will transition from the Santa Monica Courthouse to the Beverly Hills Courthouse, litigants can continue to appear remotely using LACourtConnect (LACC), the Court's remote appearance technology. The transition is part of a concentrated effort to improve efficiency in the Court's West District.

Here is what small claims litigants need to know about court appearances:

- All small claims hearings (initial hearings/trials) will be assigned to Department 304 at the Beverly Hills Courthouse effective July 3, 2023.
- All parties may continue to schedule and appear remotely using LACC (audio or video) for small claims hearings (initial hearings/trials) and trial de novo (small claims appeals). In accordance with Standing Order [2020-SJ-015-01](#), if parties choose to appear remotely they must exchange evidence between or among each other,

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SMALL CLAIMS

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and submit evidence for the Court's consideration, at least 10 days in advance of the hearing, using form [LASC CIV 278](#).

- In partnership with the Center for Conflict Resolution (CCR), the Court offers free Online Dispute Resolution (ODR) for small claims matters in the West District. ODR provides parties the opportunity to reach an agreement before trial. For more information on ODR, visit <https://my.lacourt.org/odr/small-claims>.
- CCR also provides free in-person mediation services on the hearing date at the Beverly Hills Courthouse.

Here is what small claims litigants need to know about customer service in the Clerk's Office:

- Any self-represented litigant (SRL) with a small claims case has the option to electronically file (efile) case-related documents. Attorneys representing litigants in any small claims post-judgment matter are required to efile documents.
- SRLs and attorneys with an efilings exemption may continue to file small claims cases (initial, subsequent and/or post-judgment documents) in person at the Santa Monica Courthouse or Beverly Hills Courthouse.
- All small claims litigants in the West District may continue to utilize the Court's small claims online services, accessible at [this link](#), or may seek customer service by:
 - Calling the Santa Monica Courthouse Clerk's Office at (310) 255-1840; or by calling the Beverly Hills Courthouse Clerk's Office at (310) 281-2400.
 - Visiting the Clerk's Office at the Santa Monica and Beverly Hills Courthouses.

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