

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

**SANTA CRUZ BRANCH**  
701 Ocean Street, Room 120  
Santa Cruz, CA 95060



**WATSONVILLE BRANCH**  
1 Second Street, Room 300  
Watsonville, CA 95076

## **EVIDENCE SUBMISSION FOR NON-CRIMINAL TRIALS AND EVIDENTIARY HEARINGS FOR PARTIES APPEARING REMOTELY**

**(Civil, Probate, Family Law, Small Claims, Juvenile Dependency & Juvenile Justice)**

Parties who have given notice that they intend to appear remotely or that have received notice of intent to appear remotely from an opposing party must provide evidence prior to the scheduled hearing date. The evidence needs to be provided to other party and submitted to the court based on the timeline below. If you plan to appear in person and have not received notice of intent to appear remotely from an opposing party, you may bring your evidence to court with you.

**Attorneys:** All exhibits must be feasibly converted to electronic means. Evidence shall be efiled as a single PDF document with a cover sheet and index identifying the items. Proof of service may be attached or submitted as a separate document.

**Self-Represented Litigants:** Evidence may be efiled or submitted over the counter and must include a cover sheet and a statement that a copy of the evidence was provided to the other party including how it was provided. Samples may be obtained from the Self Help Center or Law Library.

If you have an item that is cannot be converted, please contact the clerk's office for direction.

Evidence shall be submitted and **served** on opposing parties as follows:

<b>Case type</b>	<b>Service to all opposing parties and submission to the court</b>
Probate	7 court days prior
Family Law	7 court days prior
Small Claims	7 court days prior
Civil Short Cause Trials	7 court days prior
Unlawful Detainers	5 court days prior
Long Cause Trials (set for Master Calendar)	As directed by the Judge once assigned a courtroom for trial
Restraining Orders	As directed by the Judge for long cause trials
Dependency	As directed by the Judge

Unless directed otherwise by the judge, service may be completed by any method including mail, email, fax, or personal delivery.

The untimely submission of evidence may mean that it will be excluded barring good cause. This is at the determination of the judicial officer.

At the trial or evidentiary hearing, parties will need to address the court regarding their documents and ask that items be moved into evidence for consideration.