

Clerk stamps date here when form is filed.

**Request**

This form is used to ask the court to make an order before or after the trial in a small claims case. The court will notify all plaintiffs and defendants in this case about its decision by mail, at the trial, or at a hearing (depending on when the request is filed).

**If you are the person asking the court to make an order**, ask the Small Claims Advisor if this is the right form for the kind of order you want. If so, follow these steps:

- Fill out page 1 of this form and file it at the clerk's office.
- If you are making this request **before** your trial, you must mail (or deliver in person) a copy of this form to all other plaintiffs and defendants in your case.  
*Exception:* If the plaintiff's claim has not been served, you do not have to serve this request on the other plaintiffs and defendants in your case.
- If you are making this request **after** the judge has decided your case, the clerk will mail a copy of this form to all other plaintiffs and defendants in your case. The court will give the other plaintiffs and defendants at least 10 days to answer this *Request*.

**If you receive this form**, read below, then fill out ⑦–⑩ on page 2.

Fill in court name and street address:

Superior Court of California, County of

Fill in your case number and case name below:

Case Number:

Case Name:

**① The person asking the court to make an order is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check one: ☐ A defendant in this case ☐ A plaintiff in this case  
☐ Other (*explain*): \_\_\_\_\_

**② Notice to:** (*List names and addresses of all other defendants and plaintiffs in your case.*)

Name	Address
a. _____	_____
b. _____	_____

- ☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 2" on top.

If your request is made before the trial and after the claim was served, fill out below:

I ☐ mailed ☐ delivered in person a copy of this form to everyone listed in ② on (date): \_\_\_\_\_

**③ I ask the court to make the following order** (*specify*):

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 3" on top.

**④ I ask for this order because** (*explain and give facts of your case here*):

☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 4" on top.

**⑤** In making its order, I ask the court to consider the information on this form, any records on file, and, if the court holds a hearing, the evidence presented at that hearing.**⑥** I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

Type or print your name

Sign your name



Clerk stamps date here when form is filed.

**Answer**

The person listed in ① on page 1 of this form has asked the court to make an order in your small claims case.

Follow these steps to tell the court what you want to do about this request:

- Read page 1 to see what the person in ① is asking for.
- Fill out ⑦–⑩ below.
- Mail your completed form to the court right away.
- Mail a copy of this form to each plaintiff and defendant listed in ① and ② on page 1 of this form.

The court will mail its decision to all plaintiffs and defendants in this case or will make a decision at a court hearing or trial.

If you do nothing, the court may make the order without hearing from you.

Fill in court name and street address:

**Superior Court of California, County of**

Fill in your case number and case name below.

**Case Number:****Case Name:****7 The person filing this answer is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check one: ☐ A defendant in this case ☐ A plaintiff in this case**8 Tell the court what you want to do about this request.**

(Check all that apply):

- a. ☐ I agree to the order requested in ③.
- b. ☐ I do not agree to the order requested in ③. (Explain below:)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ☐ Check here if you need more space. Use form MC-031 or a plain sheet of paper. Write "SC-105, Item 8" on top.
- c. ☐ I ask the court to have a hearing to decide this matter.

**9** I mailed a copy of this form to everyone listed in ① and ② of this form on (date): \_\_\_\_\_

**10** I declare under penalty of perjury under California state law that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

Type or print your name

Sign your name

If the request on page 1 was made after the hearing,  
the clerk fills out below.

—Clerk's Certificate of Mailing—

I certify that I am not involved in this case and (check one):

- ☐ A Certificate of Mailing is attached.
- ☐ The Request for Court Order and Answer was mailed first class, postage paid, to all parties at the addresses listed in ②.

On (date): \_\_\_\_\_

From (city): \_\_\_\_\_, California

Clerk, by \_\_\_\_\_, Deputy

**Need help?**

For free help, contact your county's Small  
Claims Advisor:

Or visit [selfhelp.courts.ca.gov/small-claims-advisor](http://selfhelp.courts.ca.gov/small-claims-advisor).