

# 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 (Civil, Probate, Family Law, Small Claims, Dependency)

The Court intends to limit the handling of exhibits. All parties are required to reduce exhibits to scanned photographs and documents in order to lessen the need for parties, court staff and witnesses to handle physical evidence. All evidence shall be submitted to the court prior to the hearing date.

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

Case type	Service to all opposing parties and submission to the court
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.

All exhibits must be feasibly converted to electronic means for submission as a PDF document through efile or scanning by the clerk at the front counter. If you have an item that is not, please contact the clerk's office for direction.

**Attorneys:** 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.

The untimely submission of evidence could mean that it will be excluded barring good cause. This will be 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.