

File Home

Small Claims e filing via File @ Home

If you would like to file your Small Claims lawsuit electronically please go to the following website. www.kern.courts.ca.gov select File@ Home and select Small Claims to begin the interview process.

SUPERIOR COURT OF CALIFORNIA

PLEASE SIGN UP or LOGIN

Save your username and password when signing up.

USERNAME: _____

PASSWORD: _____

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FILING and SERVING YOUR DOCUMENTS:

Filing Online – you may choose to file your case online at the end of the interview and pay the filing fees.

Obtaining Endorsed Copies for Service – if you file your case online you will receive an endorsed copy via email which you may copy for serving on the defendant(s).

Filing in Person or by U.S. Mail – you may also choose to file your case in person at the filing counter or by mail.

Documents for Submission – you must submit the Original SC-100, which **MUST BE** two-hole punched at the top of the form and stapled together, **PLUS** one copy for each named party, stapled.

Obtaining Endorsed Copies for Service – the clerk will file the **ORIGINAL** in the court file and will endorse the extra copies provided. If you want the Clerk to mail you your endorsed copies for service on opposing party **YOU MUST PROVIDE A S.A.S.E.** for the Court's use to mail the copies to you **OR** you may come to the Clerk's office during business hours and pick them up.

YOU MUST PROVIDE COPIES FOR THE CLERK OF THE COURT TO ENDORSE.

SERVICE – The Defendant **MUST BE** served at least 15 calendar days before the trial (20 days if they reside outside of Kern County). You **must** then file the original Proof of Service with the Court.

You must file the original completed **Proof of Service** at least 5 calendar days before your trial **or your case may be dismissed.**

For additional assistance or information:

Kern County Superior Court– Self Help Center

1415 Truxtun Ave, 3rd Floor

Bakersfield, CA 93301