

## **Instructions for Filling Out Form 150**

(Postponement *letters* to small claims NOT ACCEPTED in SM County)

Form 150 should be fairly easy to fill out with one exception: Item 6, b: “was served on \_\_\_\_\_”

You paid the small claims department \$15 to serve the CC of SF. In order to see *when* the small claims department did that, you need to take the following steps that, believe it or not, can be accomplished in less than a minute:

1. [sanmateocourt.org](http://sanmateocourt.org)
2. “search case records” on left-hand menu
3. “accept” in bottom right blue box
4. “Odyssey Portals” in bottom right blue box
5. Odyssey Public Portal
6. At very bottom of page: “Proceed to Odyssey Public Portal”
7. Smart Search
8. Enter name or current case # (as seen on your filed claim, first page)
9. Check the easy “I am not a robot” box.
10. Endure the complicated tick-tack-toe box where you need to check the squares that “have a car in it”, “have a street light in it”, “have a crosswalk in it”.....
11. “submit”
12. “Party Search Results” - click on your current claim
13. “Case Information” is at top of page; go down to “Events and Hearings” at bottom of page
14. Choose “proof of service by certified mail” or “View Document - certified mail”; if neither option shows up, write on item 6, b. was served on “not entered on Odyssey Portal” and go to step 17.
15. Hunt as best you can for the date. Could be time-stamped on the side, could be on the receipt.
16. The date you see goes on Form 150, item 6, b. was served on \_\_\_\_\_
17. Make 3 copies of the completed form 150.

## **Instructions for Filling Out Form 112A**

Someone else needs to mail these forms that require two stamped envelopes. (I have no idea why.)

**Envelope #1** will be addressed to Small Claims Department, 400 County Center, Redwood City, CA, 94063. Include 2 copies of completed Form 150 **attached to** one signed copy of form 112A, along with a check for \$10.

**Envelope #2** will be addressed to Controller’s Office, Claims Division, 1390 Market Street, 7th floor, SF, CA 94102. Put in a copy of the completed form 150 and an unsigned copy of form 112A. Remember to have the server put the **date and city in SM County where it was mailed.**

When you get it, please provide your new assigned calendar date to [sallymeakin@yahoo.com](mailto:sallymeakin@yahoo.com). Thank you.

(Explanations for Form 112A are from small claims clerks.)  
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