| SUPERIOR COURT OF CONTRA COSTA COUNTY | FOR COURT USE ONLY |
|---|---|
| ☐ **MARTINEZ** 725 COURT STREET MARTINEZ, CA 944553 ☐ **PITTSBURG** 1000 CENTER DRIVE PITTBURG, CA 94565 ☐ **RICHMOND** 100 37th STREET RICHMOND, CA94805 | |
| PLAINTIFF(S): _____ DEFENDANT(S): | |
| **APPLICATION AND ORDER TO TRANSFER SMALL CLAIMS CASE TO SUPERIOR COURT** | CASE NUMBER: |

**TO THE CLERK OF THE ABOVE-NAMED COURT:**

| The small claims case is currently set as follows: | | | |
|---|---|---|---|
| Date: | Time: ☐ am ☐ pm | Department: | Room: |

1. Defendant(s): _____ applies for an order under the Provisions of Section 116.390 of the Code of Civil Procedure to transfer the above-entitled matter to the court named below.
2. The defendant has commenced a civil lawsuit against the plaintiff as follows:

   Department: _____ Case Number: _____ Date of Filing: _____
3. A true copy of the complaint is attached hereto and incorporated herein by reference.

**IMPORTANT NOTICE**

The defendant understands that unless he/she is otherwise notified by the court, that he/she must appear in the small claims court on the date and time for which the case has been scheduled.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

| _____ | _____ | _____ |
|---|---|---|
| Date | Type or Print Name | Signature of Defendant/Defendant's Attorney |

**ORDER**

Pursuant to the Code of Civil Procedure section 116.390(c), it is ordered that the small claims case be transferred to the following court:

Department: _____ Courthouse: _____

Dated: _____ Signature: _____
Commissioner