Small Claims Evidence Organizer

Exhibit list, timeline and damages worksheet for your hearing

Small claims judges hear many cases in one session, and each side usually gets only a few minutes. A judge can read a clean one-page summary faster than a stack of loose papers. Fill this organizer in before your hearing, bring the original of each exhibit for yourself, and a copy each for the judge and the other side. This organizer works in any state. Check your court's rules for how and when to submit evidence. Guide for California: clearlegaltips.com/california-small-claims-court/

Step 1: Your claim in one sentence

Who owes me: _____

How much ($): _____

Why (the agreement, the damage or the unpaid bill): _____

Step 2: Timeline of events

Date	What happened	Exhibit number

Step 3: Exhibit list

Exhibit	What it is (contract, invoice, receipt, photo, text, estimate)	Proves
1		
2		
3		
4		
5		
6		
7		

Exhibit	What it is (contract, invoice, receipt, photo, text, estimate)	Proves
8		

- [ ] Originals in date order for me.
- [ ] One copy for the judge.
- [ ] One copy for the other side.
- [ ] Photos printed, or ready to show on a phone if the court allows it.

Step 4: Damages worksheet

Show how you reached the total. A repair estimate, invoice or receipt is stronger than your own guess.

Item	Amount ($)	Proof (exhibit number)

Total claimed ($): _____

Filing and service costs I paid ($; ask the judge to add them): _____

Step 5: Witnesses and demand

Witness name and what they saw: _____

Witness name and what they saw: _____

Date I asked the other side in writing to pay: _____

Their answer (if any): _____

Step 6: Day-of reminders

- [ ] I know my hearing date, time, courthouse and department.
- [ ] I can explain my claim in one minute.
- [ ] I will not interrupt the other side or the judge.
- [ ] I know what I am asking the judge to order.

INSTRUCTIONS FOR USE

This organizer is general information, not legal advice. Court rules on evidence, remote hearings and deadlines differ by state and by court. Ask your court clerk or small claims advisor how to submit evidence, and consult a licensed attorney in your state for advice on your situation. California guide: clearlegaltips.com/california-small-claims-court/