



Superior Court, County of Ventura
**PROCEDURE FOR EMERGENCY
EX PARTE PROBATE HEARINGS**
Beginning, Wednesday, March 25, 2020

To make a reservation for the Friday, 9:00 a.m. Emergency *Ex Parte* Probate calendar, (limited to emergency Probate, Trust, Conservatorship and Guardianship matters, as provided in Amended Administrative Order 20.05), follow the below procedure:

The Party/Attorney must call 805-289-8858 by 12:00 p.m. on the preceding Wednesday. Please leave a message with the name of the requested ex parte relief, case number (if any), moving party and/or attorney's name, a return telephone number, and if applicable that you are applying for fee waiver. The court will return all voice mail messages on Wednesdays only, to confirm that you are on calendar.

To the extent possible, the requesting party is to email their application/petition, supporting documents, if any, fee waiver application, if applicable, and a proposed order with a proof of service by email to the parties - to

courtroomJ6@ventura.courts.ca.gov, by 5:00 p.m. on Wednesday. Any opposition, with a proof of service by email to the parties, should be emailed to – **courtroomJ6@ventura.courts.ca.gov** by 4:00 p.m. on Thursday.

Based on the needs of self-represented litigants that may not have access to a personal computer, the court may offer an alternative to submitting filings by email. Telephonic notice of the ex parte will be required, with proof of notice filed with the court. Extra copies of the documents must be brought to the hearing for service on anyone opposing the request.

All scheduled matters will be heard on Friday at 9:00 a.m. in Courtroom J6. Parties/attorneys are highly encouraged to participate by CourtCall (<https://courtcall.com> or 888-88-COURT), which must be reserved prior to the hearing.

All applicable fees will be required. If a party/attorney without a fee waiver appears by CourtCall, the court will set an OSC re payment, which will go off calendar, if the fees have been paid. If you are appearing in person, you may bring a check payable to the Ventura Superior Court. The court is unable to process cash or credit cards in the courtroom.