



Superior Court, County of Ventura
PROCEDURE FOR EMERGENCY
EX PARTE CIVIL HEARINGS
Beginning, Tuesday, March 24, 2020
Updated April 14, 2020

To make a reservation for the Thursday, 8:30 am Emergency *Ex Parte* Civil calendar, (limited to emergency temporary restraining orders,* emergency Orders to Show Cause re Preliminary Injunction or emergency Unlawful Detainer requests for Stay of Execution, as provided in Amended Administrative Order 20.05), follow the below procedure:

The Party/Attorney must call 805-289-8807 by 12:00 pm on the preceding Tuesday. Please leave a message with the name of the requested ex parte relief, case number, 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 Tuesdays only, to confirm that you are on calendar. The court does not accept ex parte reservations by email.

After receiving an email from the court confirming your reservation for an ex parte hearing, the requesting party is to email their application, supporting documents, if any, fee waiver application, if applicable and a proposed order with a proof of service by email to the parties - to courtroom22@ventura.courts.ca.gov, by 5:00 pm on Tuesday. Do not email any documents to the Courtroom 22 email address, unless and until you have received an email from the court confirming your reservation. Any opposition, with a proof of service by email to the parties, should be emailed to - courtroom22@ventura.courts.ca.gov by 4:00 pm on the Wednesday preceding the hearing. Please email the pleadings as pdf attachments; the court will not download documents via a link to a drop box or similar document retention system.

All scheduled matters will be heard on Thursday, at 8:30 am in Courtroom 22. 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.

***Requests for Emergency Civil Harassment Restraining Orders are excluded. Parties/Attorneys are to follow the PROCEDURE FOR EMERGENCY EX PARTE REQUESTS – FAMILY LAW**