

VENTURA SUPERIOR COURT
FAMILY LAW STIPULATIONS & ORDERS
PROCEDURE DURING COVID-19 COURT CLOSURE

By order of the Presiding Judge, effective May 13, 2020 and until further notice, the Family Law Division of the Court will accept wage assignments /income withholding orders (IWOs); stipulations and proposed orders for matters that are presently set for RFO or evidentiary hearing; MSAs / stipulated judgments for matter presently set for trial; off-calendar requests for any evidentiary RFO, evidentiary hearing or trial presently set on calendar. They may be submitted only by email to the address noted below, and must be simultaneously copied to all other counsel and self-represented parties (excluding wage assignments).

Until further notice, the Court will not accept any proposed stipulations and orders other than those described below without the express prior approval of the judge assigned to the case for all purposes.

A scanned, fully executed stipulation and order meeting the criteria may be emailed to FamilyLawStipAndOrders@ventura.courts.ca.gov . Do not refer the judge to a remote electronic drop box; all stipulations and orders must be attached to your email as PDF or read-only Word documents.

A judge will review the stipulation and order. If approved, the Court will e-mail counsel of record and self-represented parties a scanned, conformed copy of the signed order. If the judge rejects the proposed stipulation, the Court will provide notice of the rejection to all counsel of record and self-represented parties via e-mail.

All applicable fees will be required. Parties without a fee waiver are to mail a check payable to the Ventura Superior Court. The court will set an OSC re payment, which will go off calendar if the fees have been paid.

A. The following types of stipulations and proposed orders are permitted:

1. Stipulations and orders resolving any matter currently set for a Request for Order (RFO).
2. Stipulations and orders resolving any matter currently set for an evidentiary hearing.
3. Stipulations and orders resolving any matter currently set for trial including Marital Settlement Agreements or Stipulated Judgments that conform to section D below.

B. Wage assignments / IWOs must be accompanied by a copy of the most recent order for child and/or spousal support.

C. Off calendar requests must be signed by both sides if served.

D. MSA / Stipulated judgments for matters currently set for trial must include the following:

1. The MSA or stipulated judgment must have a cover sheet or first page with the proper court designation, case number, name of parties and title of the document with space sufficient for filing.
2. A statement that the preliminary declarations of disclosure have been served
3. A statement that the final declarations of disclosure have been served or waived
4. If custody is at issue, the language of Family Code section 3048.
5. If child support is at issue, a Dissomaster or the language of Family Code§4065.
6. Upon reopening or further administrative order, the judicial council forms shall be submitted with a copy of the MSA / Stipulated judgment attached to the Judgment.

Please Note: E-mails sent to the above address are limited to the documents and communications described above or otherwise at the direction of the assigned judge. Unauthorized e-mails will not be read and will be deleted without any further action being taken. Ex parte communications shall not be sent to the above address, and any such ex parte communication will not be read or considered by the assigned judge.