

VENTURA SUPERIOR COURT
FAMILY LAW STIPULATIONS & ORDERS AND OTHER PERMISSIBLE FLINGS
PROCEDURE DURING COVID-19 COURT CLOSURE

Updated June 2, 2020

By order of the Presiding Judge, effective June 3, 2020 and until further notice, the Family Law Division of the Court will accept wage assignments /income withholding orders (IWOs); all stipulations and proposed orders; MSAs, stipulated judgments or partial settlement agreements; and, proofs of service. They may be submitted only by email to FamilyLawStipAndOrders@ventura.courts.ca.gov, and must be simultaneously copied to all other counsel and self-represented parties (excluding wage assignments).

A scanned, fully executed stipulation and order 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. All stipulations and proposed orders are permitted. (If the stipulation is resolving a matter presently on calendar, a request to take the matter off calendar must be submitted along with the stipulation.)

- 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. MSAs, stipulated judgments or partial settlement agreements must include the following:
 - 1. The MSA, stipulated judgment or partial settlement agreement 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. If the agreement is resolving a matter presently on calendar, a request to take the matter off calendar must be submitted along with the agreement.
7. Upon reopening or further administrative order, the judicial council forms shall be submitted with a copy of the MSA, Stipulated judgment or partial settlement agreement, (if applicable) 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.