

Superior Court, County of Ventura

PROCEDURE FOR EMERGENCY EX PARTE PROBATE HEARINGS

January 11, 2021

Pursuant to Amended Administrative Order 22.02, court services are limited to only emergency matters in Probate from January 11, 2022, to January 31, 2022. All emergency ex parte matters will be heard on Fridays at 9:00 a.m. in Courtroom J6 during this period.

To make a reservation for the *Ex Parte* Probate calendar, the party/attorney must call the judicial secretary at (805) 289-8858 by 12:00 p.m. on the Wednesday before the Friday being selected. Due to limited staffing, the call may go to voicemail. Please leave a detailed message and a staff member will place a return call to confirm the reservation.

The requesting party is to email their ex parte application/petition, any supporting documents, fee waiver application, if applicable, and a proposed order with proof of service by email to the parties to JCExparte@ventura.courts.ca.gov, by 5:00 p.m. on Wednesday. Any opposition, with proof of service by email to the parties, should be emailed to JCExparte@ventura.courts.ca.gov by 4:00 p.m. on Thursday.

Any party unable to email their documents must contact the clerk's office at (805) 289-8820 to make alternative arrangements. 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 applicable fees will be required. If a party without a fee waiver appears by Zoom, the court will set an Order to Show Cause re payment, which will go off calendar when the fees are paid. If you are appearing in person, you may present a check to the Judicial Assistant. The court is unable to process cash or credit cards in the courtroom.

Appearance by Zoom is **strongly encouraged**. The Zoom link is:

<https://us02web.zoom.us/j/86408719100?pwd=U0J2ZU5lcmpuMXJlVWRyRTYyYbDYvZz09>