

## Ventura Superior Court Re-Opening Guidelines

The Ventura Superior Court continues to take extensive measures to reduce the number of persons coming to its courthouses, including: limiting the matters to be heard on any given day; spreading the scheduling of cases; reducing the number of summonsed jurors; facilitating remote telephonic/video court proceedings; increasing on-line services; and preparing to implement scheduled appointments for in-person services.

Effective until further notice:

- Access to courthouses, courtrooms, clerk's offices, self-help centers and public areas will be restricted at all times to judges, commissioners, court staff, persons seeking or participating in emergency services, persons required or permitted to appear for scheduled hearings or trials, persons with a scheduled appointment for the clerk's offices or self-help centers, and other authorized persons. Documents can be submitted for filing by appointment, eDelivery, United States Mail, or drop boxes located at the entrance to the Hall of Justice and Juvenile Courthouse.
- Access to any and all court proceedings will be limited to summoned jurors, parties, their attorneys, witnesses subpoenaed to testify, one support person statutorily permitted to accompany a person seeking a temporary restraining order and other authorized persons.
- All persons entering any courthouse, courtroom or other court facility shall wear a face covering/mask over his or her nose and mouth at all times within the public areas of the courthouse or courtroom. Face coverings may include a mask, scarf, bandana, neck gaiter, or any other fabric that covers both the mouth and nose. Face coverings shall also include face shields that cover both the nose and mouth. Children under the age of three (3) are exempt. This order is not intended to apply to the internal offices of the District Attorney or Public Defender.
- Individuals with disabilities may seek an exemption from this mask order as a reasonable accommodation under the Americans with Disabilities Act or California Rules of Court, rule 1.100. To make certain that a timely accommodation is granted, individuals are encouraged to submit a written request to the court clerk's office using California Judicial Council form MC-410 ([ventura.courts.ca.gov/ada.html](http://ventura.courts.ca.gov/ada.html)). To reduce the risk of contagion, the matters of individuals exempted from wearing a mask may be scheduled when fewer people are present to reduce the risk of virus transmission.
- All persons are required to maintain at least six (6) feet of physical distance from all persons (except those within their household) at all times and comply with social distancing signage throughout the courthouse.
- All persons are required to practice good hand-washing hygiene and to cover coughs and sneezes, preferably with a tissue, while in the courthouse. Soap and water are available in all public restrooms.
- Do not enter the courthouse if you have a cough or fever.