

JUN 26 2020

MICHAEL D. PLANET
Executive Officer and Clerk
BY: _____, Deputy

MARTHA MCLAUGHLIN

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF VENTURA

ADMINISTRATIVE ORDER RE: SMALL
CLAIMS TRIALS

ADMINISTRATIVE ORDER
NO. 20.22

ADMINISTRATIVE ORDER RE:
SMALL CLAIMS TRIALS

Due to the on-going COVID-19 pandemic, there is a continued need for physical distancing to maintain the health and safety of all court users and court personnel.

THEREFORE AND GOOD CAUSE APPEARING, THIS COURT ORDERS AS FOLLOWS:

1. As of June 22, 2020 and until further notice all Small Claims trials are heard at the East County Courthouse located at 3855-F Alamo Street, Simi Valley, California 93063.
2. All Small Claims De Novo appeals are heard in the assigned courtroom at the Hall of Justice, 800 S. Victoria Avenue, Ventura, California 93009.
3. The clerk's office at the East County Courthouse in Simi Valley is closed and all Small Claims documents must be filed at the Hall of Justice, 800 S. Victoria Avenue, Ventura, California 93009.
4. In an effort to allow for physical distancing and to reduce the potential for an in-person exposure, Small Claims parties may appear telephonically by CourtCall for trials, to request a continuance or dismissal because of the inability to previously file a written request. Parties that want to appear telephonically must pre-register with CourtCall at www.courtcall.com or call 888-882-6878.

- 1 5. Parties must appear in person for a judgment debtor examination or return on bench
2 warrant at the East County Courthouse.
- 3 6. For Small Claims trials, a remote appearance by CourtCall is allowed ONLY if all parties
4 in a case exchange copies of exhibits (if any), no later than 10 days prior to the scheduled
5 trial date, and submit the original exhibits to the court no later than 7 days prior to the trial
6 date. If either party is appearing by CourtCall and any exhibit(s) are not exchanged 10
7 days before the scheduled trial date, these exhibits cannot be presented as evidence at
8 the time of trial.
- 9 7. If either party is appearing by CourtCall, for exhibits that consist of more than 10 total
10 pages (inclusive of all exhibits), the submitting party must place the original exhibits in a
11 sealed envelope in the drop box located outside the Hall of Justice at 800 S. Victoria
12 Avenue, Ventura. The drop box is available from 8:00 a.m. - 4:00 p.m. only, Monday
13 through Friday, except holidays. The envelope must be labeled with the case name, case
14 number and hearing date.
- 15 8. If either party is appearing by CourtCall, for exhibits that consist of no more than 10 total
16 pages (inclusive of all exhibits), the submitting party may send the exhibits to the court
17 electronically by email at SCtrials@ventura.courts.ca.gov.
- 18 9. E-mails sent to the above address are limited to the submission of exhibits. Unauthorized
19 e-mails will not be read and will be deleted without any further action being taken. Ex parte
20 communications shall not be sent to the above address, and any such ex parte
21 communications will not be read or considered by the assigned judge.

22 THIS ORDER IS EFFECTIVE UNTIL FURTHER NOTICE AND MAY BE AMENDED OR
23 REVOKED, AS CIRCUMSTANCES REQUIRE.

24 IT IS SO ORDERED.

25 DATED: June 25, 2020

26 
27 Kent M. Kellegrew
28 Presiding Judge