

DEC 30 2021

BRENDA L. McCORMICK
Executive Officer and Clerk
By: Jean Heckauer, Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF VENTURA**

**ADMINISTRATIVE ORDER RE:
COURT PROCESSES AND PROCEDURES
DURING COVID-19**

**ADMINISTRATIVE ORDER
NO. 21.25**

The Ventura Superior Court is committed to protecting the health and safety of jurors, attorneys, staff, law enforcement, other court users, judges and the general public, while continuing to perform its constitutional and statutory duties. Beginning on March 14, 2020, the Presiding Judge issued several Emergency Orders closing the court for non-essential services to protect the health and safety of the public and court personnel. Over the past twenty-one months the court has implemented various protocols designed to protect the health and safety of all court users and personnel in response to the Covid-19 pandemic.

To continue to protect the health of court users, pursuant to article VI, section 1 of the state Constitution, Code of Civil Procedure section 128, Government Code section 68070, California Rules of Court, rule 10.603, and the inherent powers of the Court (*In re Reno* (2012) 55 Cal. 4th 428, 522), and in compliance with federal, state and local public health guidance, **THEREFORE THE COURT HEREBY FINDS AND ORDERS AS FOLLOWS:**

1. Appointments must be made for in-person service for Civil, Family, Small Claims, Appeals, Mental Health, Juvenile and Probate clerk's offices; Records & Exhibits; Self-Help center; Collections; and Family law mediation. See the court's website (www.ventura.courts.ca.gov) for details.
2. Documents may be submitted through eDelivery, United States mail, or drop boxes

1 located at the entrance to the Hall of Justice and the Juvenile Justice Center.
2 Documents received by 4 p.m. and accepted for filing, will be filed that same business
3 day: Monday through Friday, except holidays. Documents received after 4 p.m. will
4 be processed and filed the following business day.

- 5 3. The court incorporates herein paragraph 11 of Administrative Order 21.16 (August
6 19, 2021) regarding live audio streaming of court proceedings.
- 7 4. The Courtroom 22B Case Management Calendar (CMC) is currently in session
8 Fridays only at 8:15 a.m., hearing cases in which a CMC did not occur due to the
9 suspension of the Courtroom 22B calendar and for which the court determines a CMC
10 is still necessary. Parties will receive written notice of the rescheduled CMC hearings.
11 Appearance by CourtCall is highly recommended and preferred due to health and
12 safety concerns regarding the ongoing pandemic.
- 13 5. Any judge of the court may continue to extend by not more than 90 days the duration
14 of any temporary restraining order that would otherwise expire, because the
15 emergency condition described herein prevented the court from conducting
16 proceedings to determine whether a permanent order should be entered, as set forth
17 in California Rules of Court, Emergency Rule 8.
- 18 6. The court extends the time period provided in Penal Code section 859, subdivision
19 (b), for the holding of a preliminary examination and the defendant's right to release
20 from 10 court days to not more than 30 court days. (Chief Justice's Statewide March
21 30, 2020, Order).
- 22 7. Attorneys may appear pursuant to Penal Code §977 for out-of-custody clients, if the
23 Penal Code §977 waiver is in substantial compliance in the form required by
24 California Rules of Court, Emergency Rule 5.
- 25 8. All "child custody recommending counseling" sessions (also referred to as
26 "mediations") are conducted in person unless the parties obtain pre-approval to
27 appear by Zoom from the assigned judicial officer, the Family Court Services
28 Manager or the Family Court Services Supervisor, except as follows:

