



# Ventura Superior Court

## eDelivery FAQ

The Ventura Superior Court offers eDelivery for the electronic submission of court documents in Civil, Small Claims, Family Law and Probate cases. To use the service, click the “Sign-up and use eDelivery” link on the eDelivery webpage. Please review [Ventura Superior Court Local Rule 4.05](#) which sets out various requirements concerning eDelivery, including which types of documents cannot be submitted via eDelivery. When submitting your court documents via eDelivery, please also consider the following issues:

- eDelivery is not the same as “eFiling”. All documents submitted via eDelivery are in PDF format and must first be printed and assembled by court staff before they can be filed. The Court anticipates that eFiling will be available for court users in 2023.
- eDelivery is highly utilized by court users. Please be advised that due to staffing shortages in the Clerk’s Office, there is a consistent backlog (i.e., hundreds) of documents that court staff must process each day. While the Court’s goal is to process documents within two court days after receipt in eDelivery, the enormous volume of documents that must be printed and processed can result in delay. Please consider submitting your eDelivery documents early, and please avoid submitting documents the day of (or even the day before) the hearing, if at all possible.
- Upon receipt of a document submitted electronically, eDelivery will email you the submitting party a “Notice of Receipt of Documents” to the email address provided.
- If a document submitted through eDelivery is accepted for filing, a conformed copy can be viewed and printed by logging into the eDelivery website and clicking on the “My Previous Filings” box.
- If the Court rejects the document, eDelivery will send a notification email to the email address provided. If a corrected document is submitted, the court will file the corrected document as of the court day that the corrected document is submitted.
- Documents requiring the signature of a judicial officer are not returned to the submitting party via eDelivery. Court staff will print the proposed order, e.g., and forward it to the courtroom for review and determination by the judicial officer. If the judicial officer executes the document and after court staff has processed the

document, a copy of the conformed document may be obtained from the Ventura Superior Court Records Department. Please check the case summary at Ventura Superior Court [Case Inquiry](#) to determine if your document has been filed.

- Documents submitted via eDelivery **may not exceed 200 pages**. (Local Rule 4.05.E.1). Please do not break documents into multiple parts to circumvent this rule. Documents **exceeding 200 pages** must be submitted in person, via drop box or by U.S. Mail. Failure to comply with this rule may result in delay in processing your document.
- All documents relating to Restraining Orders, including applications/requests for restraining orders, proposed temporary restraining order and notice of hearing (i.e. Domestic Violence, Civil Harassment, Elder Abuse, etc.) **may not be electronically submitted through eDelivery**. (Local Rule 4.05.E.14) [Click here](#) for information on electronic submission of Ex Parte restraining order paperwork outside eDelivery.
- Fees for eDelivery are as follows:
  - Applicable motion filing fee and/or first paper fee pursuant to the Ventura Superior Court fee schedule
  - \$1.75 court transaction fee
  - \$4.95 convenience fee paid to Journal Technologies (third party vendor); **and**
  - 2.75% of the filing and/or first paper fee paid to Journal Technologies
- eDelivery can be used by exempt government agencies (pursuant to Govt. Code §6103) for filing. The \$1.75 court transaction fee and the \$4.95 convenience fee are charged.
- eDelivery is open for submission of documents on court days (Monday – Friday) from 8:00am-4:00pm. eDelivery is not available for the submission of documents before or after these hours, on weekends or on court holidays.
- eDelivery is not mandatory. Court documents may still be filed in person, via the Court’s drop boxes and through U.S. Mail. For most case types, you must make an appointment with the Clerk’s Office to submit your documents in person ([Calendly link](#)).
- Contact Journal Technologies with any issues that you may have via email or phone: [efile@journaltech.com](mailto:efile@journaltech.com) or call (833) 402-9333 option 2