



Superior Court, County of Ventura
**PROCEDURE FOR EMERGENCY
EX PARTE REQUESTS – FAMILY LAW**
Beginning, Monday, April 6, 2020

**Domestic Violence, Civil Harassment,
Elder/Dependent Adult Abuse, Workplace Violence
and Gun Violence Restraining Order emergency
requests:**

- Requests for Domestic Violence, Civil Harassment, Elder Abuse, Workplace Violence and Gun Violence restraining orders will be heard daily in Courtroom 33 at 1:30 pm. All requests will be ruled upon on the papers only, unless the court determines that an appearance is necessary.
- For parties/attorneys that have access to email, you may email the papers to EmergencyRestrainingOrdersFamilyandCivil@ventura.courts.ca.gov by 10:00 am for the day the emergency ex-parte request has been noticed. Timely notice as set forth in the California Rules of Court is required. Any papers submitted after that time will be ruled upon the next business day.

- Any party opposing a request may email the papers to EmergencyRestrainingOrdersFamilyandCivil@ventura.courts.ca.gov, by 12:00 pm for consideration by the court

PARTIES ARE NOT TO SUBMIT ANY NON-EMERGENCY REQUESTS FOR ORDERS OR NON-RESTRAINING ORDER EMERGENCY EX PARTE REQUESTS THROUGH THE EMAIL PROXY.

- For parties/attorneys that do not have email access or the ability to complete the forms electronically, papers must be presented at the entrance of the Hall of Justice by 1:00 pm for the day the emergency ex-parte request has been noticed. Timely notice as set forth in the California Rules of Court is required.
- Hearing dates on the requests for restraining orders will be scheduled not more than 33 days out per the court's Amended Administrative Order Re: Implementation of Emergency Relief posted on the court website at www.ventura.courts.ca.gov.

The court's in-person and on-line Self-help centers are currently closed. However, online information is available on the California Courts' website at <http://www.courts.ca.gov/selfhelp.htm?rdeLocaleAttr=en>.

Family Law Emergency Ex-Parte Requests –Existing Cases (non- domestic violence, non-civil harassment, etc.):

- For family law emergency ex-parte requests in cases assigned to Courtrooms 31, 32, 33 and 35, NO RESERVATION IS REQUIRED.
- These emergency ex-parte requests will be heard in Courtroom 33 at 11:30 am Monday through Friday. Timely notice as set forth in the California Rules of Court is required.
- For parties/attorneys that have access to email, you may email the documents including a fee waiver application, if applicable and a proposed order to EmergencyFamilyLawExistingCase@ventura.courts.ca.gov by 12:00 pm the day **before** the ex parte hearing. (Excluding weekends and state holidays.)
- PARTIES ARE NOT TO SUBMIT ANY NON-EMERGENCY REQUESTS FOR ORDERS THROUGH THE EMAIL PROXY. The email ex parte emergency requests will be reviewed by a judicial officer to make an initial determination that the requested relief is an emergency. Non-emergency ex partes will be rejected and returned without filing. The court also reserves the right to deny access for violation of this directive.
- Any party opposing a request may email the papers to EmergencyFamilyLawExistingCase@ventura.courts.ca.gov by 10:00 am on the day of the hearing.

- For parties/attorneys that do not have email access or the ability to complete the forms electronically, papers must be presented at the entrance to the Hall of Justice between the hours of 9:00 am and 11:00 am on the day the emergency ex-parte has been noticed to be heard.
- These requests will be decided on the papers submitted unless the court orders that an appearance is necessary.
- If the court determines that appearances are necessary, the court is encouraging telephonic appearances. Please include on the front of your papers whether or not you are requesting to appear telephonically. If you will be appearing telephonically, the court will email the requesting party a conference call number. The requesting party is required to provide the conference call number to all other parties by 5:00 pm the day before the hearing.
- If papers are not presented within the time limits set out above, the emergency ex-parte request will not be heard that day.
- No return hearing date will be scheduled. The court will send notice of a future hearing date.
- All applicable fees will be required. If an appearance is not required or a party/attorney without a fee waiver appears telephonically, the court will set an OSC re payment, which will go off calendar if the fees have

been paid. If you are appearing in person, you may bring a check payable to the Ventura Superior Court. The court is unable to process cash or credit cards in the courtroom.

The court's in-person and on-line Self-help centers are currently closed. However, online information is available on the California Courts' website at <http://www.courts.ca.gov/selfhelp.htm?rdeLocaleAttr=en>.

Family Law Emergency Ex-Parte Requests –NEW Cases (non- domestic violence, non-civil harassment, etc.):

- For family law emergency ex-parte requests for new cases NO RESERVATION IS REQUIRED.
- These emergency ex-parte requests will be heard in Courtroom 33 at 11:30 am, Monday through Friday. Timely notice as set forth in the California Rules of Court is required.
- For parties/attorneys that have access to email, you may email the documents, including the petition, a fee waiver application, if applicable and a proposed order EmergencyFamilyLawNewCase@ventura.courts.ca.gov by 12:00 pm, the day **before** the ex parte hearing. (Excluding weekends and state holidays.)
- PARTIES ARE NOT TO SUBMIT ANY NON-EMERGENCY REQUESTS FOR ORDERS THROUGH THE EMAIL PROXY. The email ex parte emergency requests will be reviewed by a judicial officer to make an initial determination that the requested relief is an emergency. Non-emergency ex partes will be rejected and returned without filing, including the petition. The court also reserves the right to deny access for violation of this directive.
- Any party opposing a request may email the papers to EmergencyFamilyLawNewCase@ventura.courts.ca.gov by 10:00 am on the day of the hearing.

- For parties/attorneys that do not have email access or the ability to complete the forms electronically, papers must be presented at the entrance to the Hall of Justice between the hours of 9:00 am and 11:00 am on the day the emergency ex-parte has been noticed to be heard.
- These requests will be decided on the papers submitted unless the court orders that an appearance is necessary.
- If the court determines that appearances are necessary, the court is encouraging telephonic appearances. Please include on the front of your papers whether or not you are requesting to appear telephonically. If you will be appearing telephonically, the court will email the requesting party a conference call number. The requesting party is required to provide the conference call number to all other parties by 5:00 pm the day before the hearing.
- If papers are not presented within the time limits set out above, the emergency ex-parte request will not be heard that day.
- No return hearing date will be scheduled. The court will send notice of a future hearing date.
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