

**RULE 4.04 FACSIMILE FILING**

**A.**

(Repealed effective March 15, 2018.)

**RULE 4.05 ELECTRONIC DELIVERY**

Electronic delivery of filings in civil, small claims, family law and probate cases, are permitted to the extent set forth below, and shall conform to the provisions of Code of Civil Procedure § 1016.6 and California Rules of Court, rules 2.252 et seq.

**A.** Court users electing to submit documents by electronic delivery must submit all documents to the court's approved electronic service provider under California Rules of Court, rule 2.255. Court users must also comply with the terms and conditions of electronic delivery set forth on the court's website at [www.Ventura.courts.ca.gov](http://www.Ventura.courts.ca.gov).

**B.** Upon receiving a document(s) by electronic delivery, a "Notice of Receipt of Documents," containing the eFiling ID number and confirming that the court has received the document(s), will be sent to the email address provided by the submitting party.

**C.** Any document(s) received by electronic delivery will be accepted by the court, if the document(s) meets all legal filing requirements and any required fees are paid and correct. An email will be sent to the email address provided by the submitting party stating that the document(s) is accepted. If a document(s) is not accepted, an email stating that the document(s) is rejected will be sent to the email address provided by the submitting party.

**D.** Any electronic document submitted for filing, received by the court between 12 a.m. and 11:59:59 p.m. on a court day, shall be deemed filed as of that day, as set forth in Code of Civil Procedure §1010.6(b)(3). Any electronic document(s) submitted for filing, received by the court on a non-court day, will be deemed filed on the next court day. This rule concerns only the method and effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This rule also does not affect any statutory or court ordered requirements that a document be filed by a set date.

**E.** Notwithstanding any other provision of law or these rules, the following documents shall not be electronically submitted and/or filed by a party or user:

1. Will, codicil or testamentary trust;
2. Bond or undertaking;
3. Any order with an original judicial officer's signature;
4. Out-of-State Commission;
5. Abstract of Judgment;
6. Writ of Execution;
7. Confidential document(s) lodged conditionally under seal;

**Deleted:** The Superior Court of Ventura County hereby adopts *California Rules of Court*, rules 2.300 et seq., allowing for the facsimile filing of civil documents. ¶

**B.** The court elects to allow the filing of documents by facsimile transmission directly with the courts through an automated facsimile filing system. ¶

**C.** (Repealed, eff. 9/6/16) ¶

**D.** The automated Fax Filing service must be activated by calling the telephone number listed on the court's website. The filer's credit card number, expiration date and fax number of sending fax will be required. Confidentiality of the credit card number will be maintained. ¶

**E.** All facsimile filings received after 4 p.m. or on court holidays shall be deemed filed on the next court day.

**Deleted:** Revised eff. January 1, 2017, subdivision C repealed effective September 6, 2016

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**Deleted:** This rule applies to civil, small claims, family law and probate. Notwithstanding any other provision of law or these rules, no will, codicil, testamentary trust, bond or undertaking shall be electronically filed.

**Deleted:** **A.** Electronic filings are permitted and shall conform to the provisions of CCP 1010.6 and CRC 2.250. ¶

**B.** The court elects to allow filing of documents electronically through a third party's web-based e-filing site approved by the court. ¶

**C.** Any approved sites are listed on the court's website.

- 8. Certificate of Facts Re Unsatisfied Judgment;
- 9. Family Law Request for Entry of Default and the Notice of Entry of Judgment;
- 10. Letters of Administration;
- 11. Affidavit Re Real Property of Small Value (Probate); and,
- 12. Any paper document ordered by the court to be filed in the clerk's office.

(Revised eff. July 1, 2018)

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**CHAPTER 9**  
**FAMILY LAW RULES/GENERAL RULES RULE 9.19 FAMILY LAW TRIALS**

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**C. CONTESTED TRIALS**

**4. Income and Expense Declaration.** The updated Income and Expense Declaration for trial purposes shall be filed and served at least seven (7) days prior to trial. Service by mail under this rule does not require the addition of five (5) days for mailing.

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(Revised eff. July 1, 2018)

Deleted: have attached documents showing both the balance of each obligation at the date of separation and the date closest available to trial. Such documents shall have been

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