

## Civil Filing Information

### Common errors that delay the filing of documents:

- Incomplete/unsigned forms
- Misspellings of named parties
- Petition For Change of Name – Order to Show Cause form must specify the newspaper selected for publication – CCP 1277(a). Publication is not required on a Petition For Change of Name and Gender or Petition for Change of Name if petitioner seeks to conform petitioner’s name to his or her gender identity.
- The names of the plaintiffs and defendants on the summons do not match the names exactly as they appear on the complaint, including AKA’s, DBA’s, middle names, etc.
- Civil Case Cover Sheet: Please note that Rule 3.740 collection case type applies to limited jurisdiction cases under \$25,000 only. If the complaint is outside the scope of this California Rule of Court, the “Other Collections” case type box is available on the form.
- The case type designated on the Civil Case Cover Sheet is different than the case type indicated on the face of the complaint.
- Incorrect filing fee (*the current fee schedule is available on the court’s website*) – The clerk cannot reject any case initiating filing if it is accompanied by a check in an amount less than the required fee – CCP 411.21.

### Please assist the clerk’s office by providing:

- Civil Case Cover Sheet – Judicial Council Form CM-010  
*Not filing this document makes it difficult for the court to determine the appropriate case type*
- The correct address for the appropriate court venue on all documents
- A self addressed stamped envelope for return of conformed copies
- The most current revision of a Judicial Council or Local Form  
*The court will not reject an outdated form submitted for filing - CRC 1.42(9)*
- Papers and forms that comply with CRC 2.100 *et seq.*

### Rejections will occur on documents as listed below:

- The Civil Case Cover Sheet is incomplete or missing  
*On new actions, the clerk will file the complaint but will return the Civil Case Cover Sheet for correction – CRC 3.220(c)*
- Unlawful Detainer complaints with no summons to issue - CCP 1166(d)
- Original judgment submitted with Stipulation for Judgment / Conditional Settlement – the party should file a Notice of Conditional Settlement or Notice of Conditional Settlement and Voluntary Dismissal. Original judgment should be submitted if/when defendant(s) default on the terms of the settlement
- Ex-parte and Law & Motion documents filed in the incorrect court location – Local Rules 15.03 and 3.19
- Request for Dismissal of entire action – the request must be signed by attorney(s) for plaintiff(s), and any cross-complainants.
- Writs/Abstracts – Judgment information and daily interest rate must be accurate.
- Papers indicate the filing was intended for another county

**Note:** For additional filing information please visit the court’s website: [www.ventura.courts.ca.gov](http://www.ventura.courts.ca.gov)