

Courtroom 20 – Ex Parte Procedures

The Court expects the parties to follow the Ventura Superior Court Local Rules and the California Rules of Court concerning *ex parte* applications, including the giving of notice.

The Court does not permit an applicant for *ex parte* relief to appear by telephone; the applicant must appear in person. The Court does permit the opposing party to appear telephonically.

The Court hears *ex parte* applications during the morning law and motion calendar, which is called at or shortly after 8:30 a.m. Parties appearing on an *ex parte* hearing shall check in with the judicial assistant in Courtroom 20 at 8:20 a.m.

The party seeking *ex parte* relief must submit a proposed order at the time the application and associated moving papers are filed.

The Court does not provide a court reporter for *ex parte* hearings, unless an indigent party who has been granted a fee waiver has timely requested a court reporter in compliance with Ventura Superior Court Administrative Order No. 18.06, which is available in the clerk's office and the court's website: <http://www.ventura.courts.ca.gov/>. Non-indigent parties are responsible for arranging and paying for a court reporter.