

NOV 14 2022

BRENDA L. McCORMICK  
Executive Officer and Clerk  
By: \_\_\_\_\_, Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF VENTURA**

**AMENDED ADMINISTRATIVE ORDER RE:  
SMALL CLAIMS TRIALS, ETC.**

**SECOND AMENDED  
ADMINISTRATIVE ORDER NO.  
20.22**

As part of the Court's efforts to protect the public during the COVID-19 pandemic, including by maintaining physical distancing among court users, the Court in June 2020, scheduled all small claims trials at the East County Courthouse. (Administrative Order 20.22, June 26, 2020). In order to improve service and to promote convenience for court users by adding a second location for small claims trials,

**THE COURT HEREBY FINDS AND ORDERS AS FOLLOWS:**

1. Beginning on Thursday, January 5, 2023, **Small Claims Trials** will also be conducted on Thursday mornings and afternoons in Department J5 at the Juvenile Courthouse located at 4353 East Vineyard Avenue, Oxnard, CA 93036. Pursuant to Ventura Superior Court Local Rule 2.03.A, the small claims cases to be heard at the Juvenile Courthouse are those with nearest proximity to the defendant's residence at the time of the commencement of the action, or if based on a contract, nearest to the place the contract was entered. All **Small Claims Trials** to be heard at the East County Courthouse based on Zip Code as set forth in Local Rule 2.03.B will now be conducted on Monday mornings only in Department S1 at 3855-F Alamo Street, Simi Valley, California 93063. Effective January 4, 2023, the Court will no longer conduct **Small Claims Trials** on

1        Wednesdays at the East County Courthouse.

- 2        2. All Small Claims documents must be filed at the Hall of Justice, 800 S. Victoria Avenue,  
3        Ventura, California 93009. The clerk's office at the East County Courthouse remains  
4        closed and the clerk's office at the Juvenile Courthouse is unable to accept filings.
- 5        3. A party to a Small Claims case may seek to appear remotely at trial by way of CourtCall.  
6        To do so, the party must pre-register with CourtCall at [www.courtcall.com](http://www.courtcall.com) or by calling  
7        888-882-6878. No less than 10 court days before the scheduled trial date, a party who  
8        seeks to appear by CourtCall must file at the Hall of Justice a *Notice of Remote*  
9        *Appearance* (Judicial Council Form RA-010) ("*Notice*") and must notify the opposing  
10       party(ies) that the party intends to appear by CourtCall. (Cal. Rules of Court, rule  
11       3.672(h)(2)(C)). Such notice may be made in writing (including through the use of the  
12       *Notice*), by email, by telephone, or in person.
- 13       4. A party who seeks to appear at trial by CourtCall and who intends to introduce an exhibit(s)  
14       at trial must: (1) provide a copy of the exhibit(s) to the opposing party(ies) no less than 10  
15       court days prior to the trial and (2) submit the original exhibit(s) to the court at least 7 court  
16       days prior to the trial. Failure to comply with these requirements may result in a trial  
17       continuance.
- 18       5. A party receiving notice that another party(ies) intends to appear remotely at trial may  
19       serve and file no less than 5 court days before the trial an *Opposition to Remote*  
20       *Proceedings at Evidentiary Hearing or Trial* (Judicial Council Mandatory Form RA-015)  
21       ("*Opposition*"). (Cal. Rules of Court, rule 3.672(h)(3)). The court will determine whether  
22       the party seeking to appear remotely may do so and will notify the parties of the court's  
23       determination. A party receiving notice that another party(ies) intends to appear remotely  
24       at trial may also elect to appear remotely by following the steps outlined in paragraphs 3  
25       and 4 of this order no fewer than 5 court days before the hearing.
- 26       6. A party who: (a) will appear at trial in person; (b) intends to introduce an exhibit(s) at trial;  
27       and (c) has received notice that another party(ies) seeks to appear by CourtCall must  
28       provide a copy of the exhibit(s) to the party(ies) seeking to appear by CourtCall no later

1 than 5 court days prior to the scheduled trial date. This obligation applies whether or not  
2 the party elects to file an *Opposition* to the request to appear by CourtCall. Providing the  
3 exhibits ahead of time to the party who seeks to appear by CourtCall ensures that the trial  
4 can go forward as scheduled if the court grants the request for a remote appearance.

5 7. For exhibit(s) that consist of no more than 10 total pages (inclusive of all exhibits), a party  
6 intending to appear at trial by CourtCall must email the exhibits to the court at  
7 SCtrials@ventura.courts.ca.gov. E-mails sent to SCtrials@ventura.courts.ca.gov are to  
8 consist only of exhibits. Any other e-mails will not be considered by the assigned judge  
9 and will be deleted without any action being taken. For exhibits that consist of more than  
10 10 total pages (inclusive of all exhibits), a party intending to appear at trial by CourtCall  
11 must place the original exhibits in a sealed envelope in the drop box located outside the  
12 Hall of Justice at 800 S. Victoria Avenue, Ventura. The drop box is available from 8:00  
13 a.m. - 4:00 p.m. only, Monday through Friday, except holidays. The envelope must be  
14 labeled with the case name, case number and hearing date.

15 8. All **Small Claims De Novo Appeals** are heard in the assigned courtroom at the Hall  
16 of Justice, 800 S. Victoria Avenue, Ventura, California 93009. Personal appearance at the  
17 hearing is required. The court lacks current technology to support remote appearance.  
18 Parties must bring their exhibits to the hearing.

19 9. Parties must appear in person for **Judgment Debtor Examinations** at either the East  
20 County Courthouse or the Juvenile Courthouse based on local rule 2.03 described in  
21 paragraph 1 of this order. The court lacks current technology to support remote  
22 appearance.

23 10. Parties on a **Return on a Bench Warrant** or **Voluntary Surrender** must appear in  
24 person at the Civil Clerk's office at the Hall of Justice in Ventura. The court lacks current  
25 technology to support remote appearance.

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1 THIS ORDER IS INTENDED TO SUPERSEDE AND REPLACE AMENDED  
2 ADMINISTRATIVE ORDER 20.22 (December 30, 2021), IS EFFECTIVE  
3 UNTIL FURTHER NOTICE, AND MAY BE AMENDED OR REVOKED, AS  
4 CIRCUMSTANCES REQUIRE.

5 **IT IS SO ORDERED.**

6 DATED: November 14, 2022

7   
8 Bruce A. Young  
9 Presiding Judge  
10 Ventura Superior Court  
11 County of Ventura  
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