

DEC 30 2021

BRENDA L. McCORMICK
Executive Officer and Clerk
By: Jean Meckler, Deputy

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

AMENDED ADMINISTRATIVE ORDER RE:
SMALL CLAIMS TRIALS, ETC.

AMENDED ADMINISTRATIVE
ORDER NO. 20.22

The Ventura Superior Court is committed to protecting the health and safety of jurors, attorneys, staff, law enforcement, other court users, judges and the general public, while continuing to perform its constitutional and statutory duties. Beginning on March 14, 2020, the Presiding Judge issued several Emergency Orders closing the court for non-essential services to protect the health and safety of the public and court personnel. Over the past twenty-one months the court has implemented various protocols designed to protect the health and safety of all court users and personnel in response to the Covid-19 pandemic.

To continue to protect the health of court users, pursuant to article VI, section 1 of the state Constitution, Code of Civil Procedure section 128, Government Code section 68070, California Rules of Court, rule 10.603, and the inherent powers of the Court (*In re Reno* (2012) 55 Cal. 4th 428, 522), and in compliance with federal, state and local public health guidance,

THEREFORE THE COURT HEREBY FINDS AND ORDERS AS FOLLOWS:

1. Until further notice all **Small Claims Trials** are heard at the East County Courthouse located at 3855-F Alamo Street, Simi Valley, California 93063.

- 1 2. The clerk's office at the East County Courthouse in Simi Valley is closed and all Small
2 Claims documents must be filed at the Hall of Justice, 800 S. Victoria Avenue, Ventura,
3 California 93009.
- 4 3. A party to a Small Claims case may seek to appear remotely at trial by way of CourtCall.
5 To do so, the party must pre-register with CourtCall at www.courtcall.com or by calling
6 888-882-6878. No less than 10 court days before the scheduled trial date, a party who
7 seeks to appear by CourtCall must file at the Hall of Justice a *Notice of Remote*
8 *Appearance* (Judicial Council Form RA-010) ("*Notice*") and must notify the opposing
9 party(ies) that the party intends to appear by CourtCall. (Cal. Rules of Court, rule
10 3.672(h)(2)(C)). Such notice may be made in writing (including through the use of the
11 *Notice*), by email, by telephone, or in person.
- 12 4. A party who seeks to appear at trial by CourtCall and who intends to introduce an exhibit(s)
13 at trial must: (1) provide a copy of the exhibit(s) to the opposing party(ies) no less than 10
14 court days prior to the trial and (2) submit the original exhibit(s) to the court at least 7 court
15 days prior to the trial. Failure to comply with these requirements may result in a trial
16 continuance.
- 17 5. A party receiving notice that another party(ies) intends to appear remotely at trial may
18 serve and file no less than 5 court days before the trial an *Opposition to Remote*
19 *Proceedings at Evidentiary Hearing or Trial* (Judicial Council Mandatory Form RA-015)
20 ("*Opposition*"). (Cal. Rules of Court, rule 3.672(h)(3)). The court will determine whether
21 the party seeking to appear remotely may do so and will notify the parties of the court's
22 determination. A party receiving notice that another party(ies) intends to appear remotely
23 at trial may also elect to appear remotely by following the steps outlined in paragraph 3
24 and 4 no fewer than 5 court days before the hearing.
- 25 6. A party who: (a) will appear at trial in person; (b) intends to introduce an exhibit(s) at trial;
26 and (c) has received notice that another party(ies) seeks to appear by CourtCall must
27 provide a copy of the exhibit(s) to the party(ies) seeking to appear by CourtCall no later
28 than 5 court days prior to the scheduled trial date. This obligation applies whether or not

1 the party elects to file an *Opposition* to the request to appear by CourtCall. Providing the
2 exhibits ahead of time to the party who seeks to appear by CourtCall ensures that the trial
3 can go forward as scheduled if the court grants the request for a remote appearance.

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

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

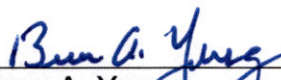
18 9. Parties must appear in person for **Judgment Debtor Examinations** at the East County
19 Courthouse. The court lacks current technology to support remote appearance.

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

23 THIS ORDER IS EFFECTIVE UNTIL FURTHER NOTICE AND MAY BE AMENDED
24 OR REVOKED, AS CIRCUMSTANCES REQUIRE.

25 **IT IS SO ORDERED.**

26 DATED: December 30, 2021

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Bruce A. Young
Presiding Judge