



## Notice re: Civil & Probate Conformed Copies

### Effective 5/16/23

The Ventura Superior Court deployed a new case management system (**eCourt**) for all Civil and Probate case types on March 20, 2023. This new case management system necessitates changes as to how the Clerk's Offices processes conformed copies for those case types.

*For all Civil and Probate documents filed on or after March 20, 2023:*

**New case initiation filings:** The clerk will provide and return a conformed face page of each document filed at case initiation (i.e., Summons, Complaint, Petition, Civil Case Coversheet, etc.) either by hand (if filed in person) or by mail if a self-addressed stamped envelope is provided. The filing party may then use the face pages to prepare conformed copies. Parties should not submit additional copies of their documents to be conformed.

**Subsequent filings on existing cases:** The clerk will conform with an ink stamp any copies submitted with filings that do not require judicial review. Conformed copies of the filings will be returned either by hand (if filed in person) or by mail if a self-addressed stamped envelope is provided. Unless (1) the case is confidential by law, (2) the filing is sealed by court order, or (3) electronic access to the case is limited by California Rules of Court rule 2.503(c), parties can also view/download (without charge) copies of file stamped documents on the Court's website to use as conformed copies.

**Orders:** For cases that are (1) confidential by law or (2) access to electronic documents is limited by California Rules of Court, rule 2.503(c), the clerk will mail a conformed copy of a filed order in a Court provided envelope to the submitting party. For cases that are not confidential by law and electronic access to documents is not limited, the filed order will be available on the Court's website to view/download (without charge) or from the Records Department (by appointment). Please do not submit a return envelope with your proposed order.

**For Unlawful Detainer Judgments:** The clerk will file and return all supporting documents via the envelope provided with the submission or by attorney service. After the judgment is filed, the clerk will mail a conformed copy of the judgment in a Court provided envelope to the submitting party.

**For All Other Civil Judgments:** For Court/Clerk judgments in cases other than Unlawful Detainer, the clerk will file and return all supporting documents via the envelope provided with the submission. After the judgment is filed, it will be available on the Court's website to view/download (without charge) or from the Records Department (by appointment).

*For copies of Civil and Probate filings regardless of date:*

**Records Appointments /Email Service** – Subject to any confidentiality requirements, a party may obtain a copy of a filing or order by either making an appointment with the Probate Records Department at the Juvenile Courthouse in Oxnard (for Probate cases) or Ventura Records Department at the Hall of Justice in Ventura (for Civil cases). Civil case records (only) can also be obtained by email at [RecordsCorrespondence@ventura.courts.ca.gov](mailto:RecordsCorrespondence@ventura.courts.ca.gov) and paying the applicable fees.

**Case inquiry on the court's website can be found here:**

<https://ventura.ecourt.com/public-portal/>