



# Superior Court of California

COUNTY OF VENTURA  
P.O. Box 6489  
Ventura, CA 93006-6489

## **LIMITATION ON COUNTER FILINGS**

(Revised April 8, 2024)

The following Civil and Family Law filings are excluded from in person processing and are required to be dropped off using the court drop box, mailed, or submitted through eDelivery. (See Ventura Superior Court Local Rule 4.05 on the court website for a list of filings that cannot be submitted through eDelivery).

### **CIVIL**

1. Case initiating papers including Complaints, Petitions and Applications, **except** Change of Name Petitions.
2. Applications for and Renewals of Judgment.
3. Clerk and court default judgment packets, **except** Requests for Entry of Default.

**Note: All documents related to Unlawful Detainer cases are exempt from this requirement.**

### **FAMILY LAW**

1. Case initiating papers, **except** Restraining Orders and case initiating documents presented for filing with a Request for Order and/or Ex-parte Request.
2. Judgment packets, **except** Requests for Entry of Default.
3. Writs and Abstracts.
4. Employee Pension Benefit Plan Joinders and Complaints for Joinder.
5. Preparation of documents for signature by the Clerk of the Court after appointment as elisor.

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### **Filings dropped off using the court drop box or mailed must include:**

1. A stamped, self-addressed return envelope **OR**
2. Attorney service drop box number

Filings received without one of the above will be placed in the public pick-up bin and, if not picked up within thirty days, will be discarded.

Filings deposited in the court drop box Monday through Friday, before 4:00 p.m., excluding holidays, will be filed the date they are received.