



## Superior Court, County of Ventura **NOTICE**

March 16, 2022

### **Temporary Procedure for Submission of Evidence for Unlawful Detainer Trials**

Pursuant to 2<sup>nd</sup> Amended Administrative Order 22.04, trials in Unlawful Detainer matters will resume on February 7, 2022. Parties are strongly encouraged to appear by Zoom for Unlawful Detainer matters until further notice. Zoom information and instructions for Unlawful Detainers can be found on the Civil Department page of the court's website.

A party to an Unlawful Detainer case who appears by Zoom and who intends to introduce an exhibit(s) at trial must: (1) provide a copy of the exhibit(s) to the opposing party(ies) no less than 5 court days prior to the trial and (2) submit the original exhibit(s) to the court at least 2 court days prior to the trial. Failure to comply with these requirements may result in a trial continuance.

For exhibit(s) that consist of no more than 10 total pages (inclusive of all exhibits), a party appearing by Zoom must e-mail the exhibits to the court at [UDEXParte@ventura.courts.ca.gov](mailto:UDEXParte@ventura.courts.ca.gov). E-mails sent to [UDEXParte@ventura.courts.ca.gov](mailto:UDEXParte@ventura.courts.ca.gov) are to consist only of exhibits. For exhibits that consist of more than 10 total pages (inclusive of all exhibits), a party appearing by Zoom must place the original exhibits in a sealed envelope in the drop box located outside the Hall of Justice at 800 S. Victoria Avenue, Ventura. The drop box is available from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. The envelope must be labeled with the case name, case number and hearing date.