VENTURA
SUPERIOR COURT
FILED

FEB 26 2025

BRENDA L. McCORMICK
Executive Officer and Clerk
By: Victoria L. Berlee, Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF VENTURA

MANDATORY ELECTRONIC FILING FOR LIMITED AND UNLIMITED CIVIL AND PROBATE; PERMISSIVE ELECTRONIC FILING FOR SMALL CLAIMS	**ADMINISTRATIVE ORDER NO. 25.03**

Beginning May 5, 2025, the Ventura Superior Court will implement mandatory electronic filing ("eFiling") of documents filed by attorneys in Limited and Unlimited Civil and Probate case types. Self-represented litigants may file electronically in those case types, but they are not required to do so; instead, they may file in person at the Clerk's Office, through the U.S. mail, or via the Court's dropboxes. eFiling is encouraged for Small Claims filings, but is not required.

This Administrative Order - intended to address certain eFiling issues until such time that the Court can adopt local rules concerning the same - supersedes and replaces Administrative Order 24.04 in its entirety.

1) DEFINITIONS

a) "*Bookmark*" - A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.

b) "*Electronic Envelope*" - A transaction through the Electronic Filing Service Provider (EFSP) for submission of documents to the Court for processing. An envelope may contain one or more PDF documents.

c) "*Electronic Filing*" - Electronic Filing (eFiling) is the electronic transmission to the Court of a document in electronic form. (See Cal. Rules of Court, rule 2.250(b)(7).).

d) "*Electronic Filing Service Provider*" - An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party or other person for retransmission to the Court. (See Cal. Rules of Court, rule 2.250(b)(8).) For the submission of filings, the EFSP does so on behalf of the electronic filer and not as an agent of the Court. (*Ibid.*)

e) "*Electronic Signature*" - For purposes of this order and in conformity with Code of Civil Procedure §17(b)(3), §34, and §1010.6(b)(2), Government Code §68150(g), and California Rules of Court, rule 2.257, the term "Electronic Signature" is generally defined as an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

f) "*Hyperlink*" - An electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or different document.

g) "*Lead Document*" – The lead document is the most important document in the electronic envelope, as it affects the priority and timing for processing by the Court and ensures that the document is directed to the appropriate workflow. The lead document can be a case-initiating document (e.g., complaint or petition), a moving document (e.g., motion), or a responsive document (e.g., answer or response). Only one lead document can be submitted in each electronic envelope.

2) GENERAL INFORMATION

a) Undue Hardship

Pursuant to Code of Civil Procedure §1010.6(g)(3), and California Rules of Court, rule 2.253(b)(4), any party may make application to the Court requesting to be excused from filing documents electronically and be permitted to file documents by conventional means (in person, via U.S. Mail or in the Court's dropboxes) if the party shows undue hardship or significant prejudice.

b) Approved Electronic Filing Service Providers

The list of approved electronic filing service providers is available on the Court's website at www.ventura.courts.ca.gov/eFiling.html.

3) INELIGIBLE FILINGS

a) The following documents shall not be filed electronically:

i. Trial or Evidentiary Hearing related documents, including exhibits, unless otherwise ordered by the assigned judicial officer

ii. Mandatory Settlement Conference Statements/Briefs

iii. Bonds/Undertakings

iv. Subpoenaed documents

v. Administrative records

vi. Subpoenas for Out of State Actions

vii. Bench Warrants/Returns

viii. Civil Harassment Restraining Order (i.e., Workplace Violence, Elder Abuse, etc.). Restraining order filings can be submitted by email to: EmergencyRestrainingOrdersFamilyandCivil@ventura.courts.ca.gov

ix. Documents attached to a Notice of Lodging are to be submitted in paper form. The actual document entitled, "Notice of Lodging," may be filed electronically.

x. Documents submitted conditionally under seal. The actual motion must be e-Filed. However, the documents the party seeks to file under seal may be submitted by conventional means with a conformed copy of the e-Filed motion attached.

xi. Will, Codicil or Testamentary Trust (including Estate Planning Documents Deposited)

xii. Writ Returns

xiii. Affidavit Re: Real Property of Small Value

xiv Menacing Dog: Notice of Appeal – Administrative Hearing

xv. Notice of Impoundment of Vehicle and Notice of Hearing – Impoundment of Vehicle

xvi. Out of State or Out of County Abstracts of Commissions submitted with an Application and Order for Appearance and Examination

xvii. Notice of Appeal of Labor Commissioner Award

xviii. Notice of Appeal – Civil Citation

xix. Safe at Home-Name Change, including Judicial Council Form NC-410 ("Application to File Documents Under Seal in Name Change Proceeding under Adress Confidentiality Program (Safe at Home)) and Judicial Council Form NC-400 (Confidential Cover Sheet - Name Change Proceeding Under Address Confidentiality Program (Safe at Home)).

xx. Request to Pay Judgment to Court (Small Claims)

xxi. Media Request to Photograph, Record, or Broadcast

xxii. Any order with an original judicial officer's signature

4) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

Electronic filing service providers (EFSPs) must obtain and manage registration information for persons and entities electronically filing with the Court.

5) TECHNICAL REQUIREMENTS

a) Electronic documents must be eFiled in PDF, in text searchable format.

b) Any table of contents within any document must be bookmarked.

c) Documents attached to electronically filed documents shall be bookmarked pursuant to California Rules of Court, rule 3.1110(f)(4). Attachments that must be bookmarked include, but are not limited to, the following:

i. Points and authorities;

ii. Declarations;

iii. Depositions;

iv. Exhibits (including exhibits to declarations);

v. Transcripts (including excerpts within transcripts); and

vi. Proofs of service.

d) Electronic bookmarks must include links to the first page of each bookmarked attachment and bookmark titles that identify the bookmarked item.

e) Use of hyperlinks within documents (including attachments and exhibits) is strongly encouraged.

f) Multiple Documents

Each document filed concurrently with another document must be electronically filed as a separate digital PDF document. However, multiple separate PDF documents relating to one case can be uploaded in one envelope transaction.

g) Lead Documents

Lead documents must be submitted in a separate electronic envelope.

h) Writs and Abstracts

Writs and abstracts must be submitted in a separate electronic envelope.

i) Sealed Documents

If a judicial officer orders documents to be filed under seal, those documents must be filed on paper. Document submitted conditionally under seal must also be on

paper. All documents to be filed/conditionally filed under seal must conform to California Rules of Court, rule 2.551.

j) Redaction

Pursuant to California Rules of Court, rule 1.201, it is the submitting party's responsibility to redact confidential information (e.g., by using initials for names of minors, using only the last four digits of a social security number, or using only the year for date of birth) so that the confidential information shall not be publicly displayed.

6) ELECTRONIC FILING SCHEDULE

a) Trial Court Records

Pursuant to Government Code §68150, trial court records may be created, maintained, and preserved in electronic format. Any document that the Court receives electronically must be clerically processed and must satisfy all legal filing requirements to be filed as an official court record (Cal. Rules of Court, rules 2.100, et seq., 2.253(b)(6) & 2.256(b)).

b) Filed Date

i. Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m. shall be deemed to have been effectively filed on that court day if accepted for filing. Any document received electronically on a non-court day is deemed to have been effectively filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6); Code Civ. Proc. §1010.6(a)(4).)

ii. Notwithstanding any other provision of this order, if a digital document is not filed in due course because of: (1) an interruption in service; (2) a transmission error that is not the fault of the transmitter; or (3) a processing failure that occurs after receipt, the Court may order, either on its own motion or by noticed motion, that the document be deemed

filed and/or that the document's filing date conform to the attempted transmission date.

c) Ex parte applications and all documents in support thereof must be electronically filed no later than 12 p.m. the court day before the ex parte hearing. Opposition papers thereto must be electronically filed by 8:00 a.m. the day of the ex parte hearing.

7) PROPOSED ORDERS

a) Proposed orders may be submitted electronically. The proof of service of the proposed order shall not be attached to the proposed order. Instead, the proof of service shall be submitted electronically as a separate document.

8) WAIVER OF FEES AND COSTS FOR ELECTRONICALLY FILED DOCUMENTS

a) Fees and costs associated with electronic filing must be waived for any litigant who has received a fee waiver. (Cal. Rules of Court, rule, 2.258(b), Code Civ. Proc. §1010.6(e)(6).)

b) Fee waiver applications for waiver of court fees and costs pursuant to Code of Civil Procedure §1010.6(e)(6), and California Rules of Court, rule 2.252(f), may be electronically filed in any authorized action or proceeding.

9) SIGNATURES ON ELECTRONIC FILING

For purposes of this Administrative Order, all electronic filings must follow California Rules of Court, rule 2.257.

THIS ADMINISTRATIVE ORDER IS IN EFFECT UNTIL OTHERWISE ORDERED BY THE PRESIDING JUDGE.

IT IS SO ORDERED.

DATED: February 26, 2025

Matthew P. Guasco
Presiding Judge
Superior Court of California,
County of Ventura