VENTURA
SUPERIOR COURT
FILED

JUN 27 2025

K. BIEKER
Executive Officer and Clerk
BY: Victoria L. Benbeu Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF VENTURA

ELECTRONIC SERVICE IN CIVIL, PROBATE AND FAMILY LAW CASES	**ADMINISTRATIVE ORDER NO. 25.04**

Beginning July 1, 2025, the Ventura Superior Court will implement electronic service in Civil, Probate, and Family Law cases, allowing for faster and more efficient delivery of documents, including documents sent by the Court. Under California Rule of Court 2.251 and Code of Civil Procedure section 1010.6, electronic service is legally equivalent to service by mail, express mail, overnight delivery, or fax transmission.

1) Civil and Probate Cases – Pursuant to Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.251(e), the Court ORDERS mandatory electronic service for represented parties in Limited and Unlimited Civil and Probate case types except in those circumstances when personal service is required by law or where a party is self-represented. The mandatory electronic service requirement does not apply to Civil Restraining Order Cases (i.e., harassment, workplace violence, retail crime, elder abuse, school violence, and gun violence). Self-represented parties are exempt from mandatory electronic service and must affirmatively consent to electronic service by filing and serving

a *Consent to Electronic Service and Notice of Electronic Service* (Judicial Council form EFS-005-CV). Self-represented litigants are encouraged to consent to electronic service for efficient and faster service of documents.

a. Any party subject to mandatory electronic service may request to be excused from the requirement and may be permitted to serve documents by conventional means if the party shows undue hardship or significant prejudice. (Code Civ. Proc. §1010.6(g)(3).) A party making such a request shall submit a *Request for Exemption From Mandatory Electronic Filing and Service* (Judicial Council form EFS-007-CV) and a proposed *Order of Exemption from Electronic Filing and Service* (Judicial Council form EFS-008-CV.)

b. Each party required to serve and accept service of documents electronically must provide an email address for service on the first occasion that the party files any paper electronically. (See Cal. Rule of Court, 2.111(1) requiring email on first page). Any party subject to mandatory electronic service who has not provided an email address to the Court must do so forthwith by filing and serving a *Notice of Change of Electronic Service Address* (Judicial Council form EFS-010) or a self-drafted form. A party whose electronic service address changes must promptly notify the Court and all parties by electronically filing a notice of change of electronic service address. (See Judicial Council form EFS-010, *Notice of Change of Electronic Service Address*).

2) Family Law and Civil Restraining Order Cases - Represented parties and self-represented parties may consent to electronic service in Family Law cases and Civil Restraining Order Cases by filing and serving a *Consent to Electronic Service and Notice of Electronic Service* (Judicial Council form EFS-005-CV). A party who consents to

electronic service and whose address changes must promptly notify the Court and all parties by electronically filing a notice of change of electronic service address. (See Judicial Council form EFS-010, *Notice of Change of Electronic Address*).

3) Prior Consent to Electronic Service – Prior to July 1, 2025, the Court did not serve notices or other documents electronically. Accordingly, in Limited and Unlimited Civil and Probate cases, self-represented parties who submitted a *Consent to Electronic Service and Notice of Electronic Service* (Judicial Council form EFS-005-CV) before July 1, 2025, must submit another EFS-005-CV form in order to express affirmative consent to electronic service from the Court. In Family Law cases, both represented and self-represented parties who submitted a *Consent to Electronic Service and Notice of Electronic Service* (Judicial Council form EFS-005-CV) before July 1, 2025, must submit another EFS-005-CV form in order to express affirmative consent to electronic service from the Court.

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

IT IS SO ORDERED.

DATED: June 27, 2025

Ryan J. Wright
Presiding Judge (Acting)
Superior Court of California,
County of Ventura