



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA
CRIMINAL BUSINESS OFFICE (ROOM 118)**

FREQUENTLY ASKED QUESTIONS REGARDING CALENDARING REQUESTS

This form provides information relating to scheduling a criminal matter. For additional information about criminal operations, visit the Superior Court's website at <https://ventura.courts.ca.gov>.

Effective July 13, 2026, the court will discontinue accepting and setting criminal matters on calendar by telephone in its Business Offices. All parties, including justice partners, must submit form VN279 in person to the appropriate Criminal Business Office for scheduling. The intent is to ensure fair and equal access to services for all court users.

Since the announcement of the process change, several questions have been asked. The intent of this FAQ is to provide follow-up and clarification to the process.

Please note the Criminal Business Office's current scheduling policy: All case schedules in the Ventura Courthouse, whether Felony or Misdemeanor, are set no more than two weeks from the date of the request. This policy also applies to infractions calendared for arraignment or sentence modification, which are scheduled no more than two weeks out. The Business Office will not set cases beyond this two-week timeframe.

Q: How is the hearing date/time/location determined?

A: Calendar times will be based on department/calendar availability. The requester may suggest a date at the counter to the clerk processing the request; however, all dates will be set in accordance with calendar availability and statutory requirements.

Q: How do I submit a motion request for a matter that requires judicial approval before scheduling?

A: This request is not handled differently from any other motion request. All calendaring request dates are cleared with the submitter at the counter.

Q: Will each Calendaring Request become part of the record for the case? Are we required to serve it?

A: Yes, the Calendaring Request form will become part of the court record. You will need to determine if service of the calendaring request is required. Parties are not absolved of their statutory requirement to provide notice of hearings they place on the court's calendar. As with all other filings, the submitter must provide additional copies for each case to be conformed. If service copies are also needed, submitters are encouraged to bring them to the counter, ready to be conformed.

Q: What happens if the court sets a hearing for a date/time that does not work for the requester and/or other parties involved?

A: All calendaring request dates will be cleared with the submitter at the time of submission. The form cannot be dropped off at the counter or submitted via interoffice mail, and dates will not be set arbitrarily by the clerk's office.



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Q: Will staff research all trailing cases?

A: No, it is the responsibility of the submitter to ensure all cases associated with the hearing request are identified on the form. The clerk's office does not have the bandwidth to perform courtesy searches to ensure all cases are accounted for by the submitter. Case numbers may be retrieved by conducting a search on the court's website or via the kiosks in the Records Department.

Q: Do self-represented litigants also need to submit this form?

A: Yes. If a self-represented litigant requires assistance completing the form, assistance may be sought in the Criminal Business Office, Room 118.