

JUN 22 2025

K. BIEKER
Executive Officer and Clerk
BY: Victoria J. Beker Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF VENTURA**

**ADMINISTRATIVE ORDER RE: MANDATORY
CALENDARING REQUEST FORM FOR
SCHEDULING CRIMINAL HEARING**

**ADMINISTRATIVE ORDER
NO. 26.05**

Beginning July 13, 2026, and in order to provide fair and impartial treatment to all Ventura Superior Court ("Court") patrons, any person or entity (including the Court's Justice Partners) must file in person the Court's 'Calendaring Request' form to schedule a hearing in a criminal case. Telephonic scheduling will no longer be authorized.

This Administrative Order will remain in effect until such time that the Court adopts a local rule concerning this issue.

IT IS SO ORDERED.

DATED: June 15, 2026

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

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA	<i>FOR COURT USE ONLY</i>
<input type="checkbox"/> Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009 <input type="checkbox"/> Juvenile Justice Center, 4353 E. Vineyard Avenue, Oxnard, CA 93036 <input type="checkbox"/> East County Courthouse, 3855-F Alamo Street, Simi Valley, CA 93063	
PLAINTIFF PEOPLE OF THE STATE OF CALIFORNIA	
DEFENDANT	SUPERIOR COURT CASE NUMBER(S)
CALENDARING REQUEST	

Request for case to be set on calendar made by: _____ Tel. No. _____

Address: _____

- Court Defendant Defense Counsel Prosecutor Victim
 Other: _____

- For:
- | | |
|--|---|
| <input type="checkbox"/> Appearance on Warrant
<input type="checkbox"/> Arraignment
<input type="checkbox"/> Bail Review
<input type="checkbox"/> Wrong Defendant Hearing
<input type="checkbox"/> Court Trial- Reset
<input type="checkbox"/> Modify/Terminate Protective Order
<input type="checkbox"/> Motion to _____
<input type="checkbox"/> Probation Modification | <input type="checkbox"/> Reduction to Misdemeanor
<input type="checkbox"/> Release to Program (in-custody)
<input type="checkbox"/> Request to Withdraw Plea
<input type="checkbox"/> Re-referral to Alcohol School Level _____
<input type="checkbox"/> Restitution Hearing
<input type="checkbox"/> Sentence Modification
<input type="checkbox"/> Terminate Probation
<input type="checkbox"/> Other: _____ |
|--|---|

Motion/Request (Brief Description): _____

To trail case(s): _____

Defendant has has not already talked to his/her supervising probation officer.

Interpreter requested. Language: _____

FOR COURT USE ONLY:

The above case(s) is set for calendar on _____ (date) at _____ a.m. p.m. in courtroom ____ of the

- Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009
 Juvenile Justice Center, 4353 E. Vineyard Avenue, Oxnard, CA 93036
 East County Courthouse, 3855-F Alamo Street, Simi Valley, CA 93063

Clerk of the Superior Court

Date: _____ by _____, Deputy

ORDER TO PRODUCE

Sheriff is ordered to produce the defendant for the above hearing. Booking # _____

Date: _____ Judge of the Superior Court

Distribution by.: _____ on _____ to: Pros. Def. Atty. Def. Prob. Cal SAAU Sheriff Interpreter Coordinator
 [Moving party will provide copy of request to appropriate parties.]