

PROPOSED LOCAL RULES BEFORE PUBLIC COMMENT – July 1, 2026, Cycle

CHAPTER 3: COURT CALENDARS, CASE MANAGEMENT, AND DELAY REDUCTION

RULE 3.03.1 – NOTICE OF CASE ASSIGNMENT AND MANDATORY APPEARANCE IN LIMITED AND UNLIMITED CASES

C. In addition to the Civil Case Cover Sheet (Judicial Council Form CM-010) required by the California Rules of Court, a civil action or proceeding presented for filing must be accompanied by the Civil Case Cover Sheet Addendum (Local Form VN278) in all cases that comprise the Type of Action provided for in the Civil Case Cover Sheet Addendum and signed by counsel for plaintiff or the self-represented plaintiff. A copy of the Civil Case Cover Sheet Addendum must be served with the Summons and Complaint or Petition.

(Revised effective ~~January~~ July 1, 2024~~6~~)

CHAPTER 4: COURT PLEADINGS, FORMS AND DOCUMENT FORMAT

RULE 4.05 ELECTRONIC DELIVERY

Electronic delivery of filings in civil, small claims, family law and probate cases, are permitted to the extent set forth below, and shall conform to the provisions of Code of Civil Procedure § 1010.6 and California Rules of Court, rules 2.252 et seq.

A. Court users electing to submit documents by electronic delivery must submit all documents to the court’s approved electronic service provider under California Rules of Court, rule 2.255. Court users must also comply with the terms and conditions of electronic delivery set forth on the court’s website at www.Ventura.courts.ca.gov.

B. Upon receiving a document(s) by electronic delivery, a “Notice of Receipt of Documents,” containing the eFiling ID number and confirming that the court has received the document(s), will be sent to the email address provided by the submitting party.

C. Any document(s) received by electronic delivery will be accepted by the court, if the document(s) meets all legal filing requirements and any required fees are paid and correct. An email will be sent to the email address provided by the submitting party stating that the document(s) is accepted. If a document(s) is not accepted, an email stating that the document(s) is rejected will be sent to the email address provided by the submitting party.

D. Any electronic document submitted [through eDelivery](#) for filing [in Family Law](#) received by the court between 8:00 a.m. and 4:00 p.m. on a court day, shall be deemed filed as of that day. This rule concerns only the method and effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This rule also does not affect any statutory or court ordered requirements that a document be filed by a set date.

E. Notwithstanding any other provision of law or these rules, the following documents shall not be electronically submitted and/or filed by a party or user:

1. Any document exceeding 200 pages (limit applies to Family Law cases only);
2. No lodgings, except for proposed orders;
3. Will, codicil or testamentary trust;
4. Bond or undertaking;
5. Any order with an original judicial officer's signature;
6. Out-of-State Commission;
7. Abstract of Judgment;
8. Writ of Execution;
9. Confidential document(s) lodged conditionally under seal;
10. Certificate of Facts Re Unsatisfied Judgment;
11. Family Law Request for Entry of Default, Judgment and the Notice of Entry of Judgment;
12. Letters of Administration;
13. Affidavit Re Real Property of Small Value (Probate);
14. Any and all documents relating to restraining order matters, including applications/requests for restraining orders, proposed temporary restraining order and notice of hearing (i.e., Domestic Violence, Civil Harassment, Elder Abuse, etc.);

15. Notice of Pendency of Action; and

~~16. All Family Law Ex Parte Applications; and~~

~~17-16.~~ Any paper document ordered by the court to be filed in the clerk's office.

(Revised effective ~~January July 1, 202624~~)

**CHAPTER 5:
COURT FILES AND EXHIBITS**

**RULE 5.07 EXTERNAL MEDIA / ELECTRONIC LODGINGS WITH COURTROOMS / MEDIA
FORMAT**

A. The Clerk's Office will not accept electronic storage media for filing or lodging purposes, unless pursuant to court order. "Electronic storage media" includes internal and external hard drives, CDs, DVDs, Floppy Disks, USB drives, ZIP disks, magnetic tapes, SD cards, and any other similarly purposed device. Exhibits contained on "electronic storage media" shall be submitted in the courtroom only. The submitting party shall be responsible for providing the necessary equipment to view or present the exhibits.

B. Lodged copies submitted to a courtroom's email proxy must be in PDF format. Digital document management systems (i.e., document depository) shall not be used for such purposes without prior approval of the assigned judicial officer.

C. The Ventura Superior Court accepts digital submissions only in the following formats:

- Document: .docx, .xlsx, .pptx, .pdf
- Image: .png, .jpg, .gif, .bmp, .tiff
- Audio: .mp3, .wav
- Video: .mp4

The court encourages the use of secure portals (eDelivery, eFiling and Secure File Transfer (SFT)) for digital submissions of image, audio, and video files.

(~~Revised Effective July 1, 202326~~)

CHAPTER 9:
FAMILY LAW RULES/GENERAL RULES

RULE 9.01 MATTERS ASSIGNED TO THE FAMILY LAW DEPARTMENT

All proceedings filed in the following matters are assigned to the Family Law Department, to be governed by these family law rules:

- A. Proceedings related to the dissolution, nullity or legal separation of partners of a domestic partnership.
- B. Matters arising from the Family Law Act, including cases where the ~~District Attorney~~ Department of Child Support Services appears on behalf of Ventura County or any other party;
- C. Matters arising from the Uniform Divorce Recognition Act;
- D. Matters arising from the Uniform Child Custody Jurisdiction and Enforcement Act;
- E. Matters arising from the Uniform Parentage Act;
- F. Matters arising from Family Codes §§5700.101 through 5700.905 (UIFSA); G. Matters arising from Family Code §3900 (support of adult children or parents);
- H. Post-dissolution judgment actions involving omitted or reserved property issues;
- I. Non-marital property right actions consolidated with Family Law Act or Uniform Parentage Act proceedings;
- J. Matters arising from the Domestic Violence Prevention Act, Family Code §6200 et seq.;
- K. ~~K. Requests for Civil Harassment Restraining Order; (Deleted effective July 1, 2026);~~
- L. Matters arising from Domestic Partnership Act;
- M. Requests for Elder or Dependent Adult Abuse Restraining Order;
- N. Petitions for Workplace Violence Restraining Order;
- O. Petitions for ~~Private~~ Post-secondary School Violence Restraining Order;
- P. Petitions for Order Prohibiting Abuse or Program Misconduct; and
- Q. Petitions for Firearms Restraining Order
- R. Retail Crime Restraining Orders

(Revised effective ~~January~~ July 1, 201826)

RULE 9.09 SPECIFIC EX PARTE ORDERS

E. CIVIL HARASSMENT WORKPLACE VIOLENCE, ELDER & DEPENDENT ADULT ABUSE, ~~PRIVATE~~ POST SECONDARY SCHOOL VIOLENCE, TRANSITIONAL HOUSING MISCONDUCT, AND GUN VIOLENCE PREVENTION RESTRAINING ORDERS. When seeking Civil Harassment, Workplace Violence, Elder and Dependent Adult Abuse, ~~Private~~ Post-secondary School Violence and Transitional Housing Misconduct and Gun Violence Prevention Temporary Restraining Orders, the current forms adopted by the Judicial Council shall be used. A declaration in support of the TRO shall be included setting forth with specificity, the harassing conduct including dates, specific acts and words and any injuries suffered by the requesting party.

(Revised effective ~~January~~ July 1, 20~~18~~26)

CHAPTER 9:

FAMILY LAW - RULES APPLICABLE TO OSC'S AND MOTIONS REGARDING CHILD, SPOUSAL OR PARTNER SUPPORT OR ATTORNEYS FEES AND COSTS

RULE 9.18 REQUIRED PRODUCTION OF ADDITIONAL FINANCIAL DOCUMENTS AT TIME OF HEARING

- A. ~~OBLIGATION OF EACH PARTY.~~ At the time of hearing on any matter seeking child, spousal or partner support, or attorney fees and costs, each party shall have available the following documents to the extent that they are in the possession or control of that party, and allow inspection by the other party upon request. These documents shall not be filed with the court and shall not in any way limit discovery.
1. If the party is a wage earner or unemployed
 - (a) Copies of the last year's most recently filed individual federal income tax return, including all schedules;
 - (b) Copies of all W-2 and 1099 forms reflecting income received during the last twelve (12) months if not attached to individual tax returns.
 2. If the party is self-employed or holds a 30% or more interest in any business entity
 - (a) Copies of the last year's most recently filed individual federal income tax returns, partnership, corporate, or any other business entity returns including all schedules;
 - (b) Copies of all W-2 and 1099 forms reflecting income received by the moving party or the business entity during the last 12 months but not attached to individual tax returns;
 - (c) Copies of all periodic profit and loss statements and balance sheets prepared in the ordinary course of business either for the individual or for the business entity for the last twelve months.

B. ~~(Deleted effective July 1, 2026) **SANCTIONS.** Failure to produce documents in accordance with this rule may result in the imposition of sanctions or orders to pay reasonable attorneys fees occasioned by the failure to comply.~~

(Revised effective ~~January~~ July 1, 2026~~05~~)

RULE 9.19 FAMILY LAW TRIALS

B. UNCONTESTED OR DEFAULT TRIALS. 1. Setting for Default prove-up hearing. Default matters may be set for prove-up hearing by submitting a Request to Enter Default (FL-165) to the clerk at the Family Law filing window and requesting a Default Hearing.

2. Documents required for Default Hearings: The following documents must be filed before or concurrently with the Request to Enter Default (FL-165).

(a) If child support, spousal support, partner support, costs or attorney fees are requested, a fully completed Income and Expense Declaration (FL-150) or Financial Statement, Simplified (FL-155) is required. If an order for division of property of debts is requested, a Property Declaration (FL-160) is required.

(b) Proof of service of Summons.

(c) Declaration re: Service of Preliminary Declaration of Disclosure (FL-141) (not applicable to Uniform Parentage Actions).

(d) Declaration re: Service of Final Declaration of Disclosure (FL-141) or waiver of this requirement as provided in subdivision (d) of §2105 or in §2100 of the Family Code (not applicable in Uniform Parentage Actions). Local form VN-131 may be used to satisfy the waiver requirement.

3. Proposed Judgment. On reporting to the courtroom to which a default matter has been assigned, counsel or parties representing themselves shall provide the original of the proposed judgment, including any marital settlement agreement, to the judicial assistant in the courtroom. The judgment shall be completed in full, with the exception of any child, spousal or partner support, or attorney fees, which may be addressed by the court at the hearing.

4. Uncontested or Default matters without hearing may be processed through the clerk at the Family Law filing window.

5. The following documents are required for default matters without hearing:

(a) All of the documents listed in B-1 above.

(b) A Declaration for Default or Uncontested Dissolution/Legal Separation (FL-170) or Declaration for Default or Uncontested Judgment (FL-230) for Uniform Parentage Actions.

(c) Judgment (FL-180) or (FL-250 Uniform Parentage Action) with either a Settlement Agreement signed by both parties with the Respondent's signature notarized or the appropriate Judicial Council forms attached.

(d) Notice of Entry of Judgment (FL-190) with ~~2 stamped~~ envelopes with sufficient postage addressed to the parties or their attorney of record

(Revised effective July 1, 20~~18~~26)

RULE 9.42 SUPERVISED VISITATION PROVIDERS

A. Procedures for filing the Declaration of Supervised Visitation Provider Forms:

1. All supervised visitation providers are required to meet the qualifications listed in Family Code §3200.5 and the Standards of Judicial Administration, standard 5.20. To ensure compliance with these standards, providers are required to file the appropriate Judicial Council Declaration of Supervised Visitation Provider form as follows:

(a) Nonprofessional Providers - Before serving as a visitation supervisor, nonprofessional supervised visitation providers must complete and file the Declaration of Supervised Visitation and Exchange Services Provider (Nonprofessional) (Judicial Council Form FL 324(NP)) with the Family Law Clerk's Office.

(b) Professional Providers - Before serving as a visitation supervisor, professional supervised visitation providers must complete and file the Declaration of Supervised Visitation and Exchange Services Provider (Professional) (Judicial Council Form FL- 324(P)) with the Family Law Clerk's Office. In addition, professional providers are required to complete and file an updated FL-324(P) each time a report is submitted to the court.

B. Professional Supervised Visitation Provider List:

1. As a convenience for the parties, the court will provide a list of professional supervised visitation providers that have requested inclusion and declared their compliance with all mandatory requirements for professional providers under

Family Code §3200.5 and Standards of Judicial Administration, standard 5.20. In addition to the list, the court will provide a copy of Family Code §3200.5 and standard 5.20 to parties who may be using the services of a supervised visitation provider.

2. Any professional supervised visitation provider requesting to be included on the list must complete and sign the Judicial Council Declaration of Supervised Visitation **and Exchange Services** Provider (Professional) (Judicial Council Form FL-324(P)). and submit an unconfirmed copy to the Ventura Superior Court Family Court Services Department located at the Hall of Justice, 800 South Victoria Avenue, Room 307, Ventura, CA 93009.

3. Supervised visitation providers are encouraged to review the materials available at <http://www.courts.ca.gov/cfccaccesstovisitation.htm> regarding the role and duties of a visitation supervisor.

4. The professional supervised visitation provider list will notify recipients that the court does not confirm the statements made by the providers in the FL-324(P) declarations, and does not endorse, evaluate, or monitor the service provided. Providers may be removed from the list without cause, notice, or explanation.

(Revised effective ~~January~~ July 1, 20~~22~~26)

CHAPTER 10:

PROBATE, DECEDENTS' ESTATES, CONSERVATORSHIPS, GUARDIANSHIPS, GUARDIANSHIPS OF THE ESTATE ONLY AND TRUSTS

RULE 10.01 GUARDIANSHIP

D. GUARDIANSHIP STATUS REPORT

If directed by the court, a guardian of the person of a minor must file a Confidential Guardianship Status Report (Judicial Council Form GC-251). The first report is due as directed by the court approximately one (1) year after the initial appointment. Thereafter, additional reports may be due annually, as directed by the court. Failure to file the report as directed, may result in the court ordering the guardian to make himself or herself available to the investigator for purposes of investigation of the guardianship, or in the court ordering the guardian to show cause why the guardian should not be removed. ~~A guardian of the estate only, as opposed to guardian of the person, shall not be required to file a Confidential Guardianship Status report.~~

(Revised effective July 1, 20~~23~~26)

**CHAPTER 14:
APPELLATE DIVISION**

RULE 14.03 BRIEFS

(a) In criminal cases, no respondent’s brief need be filed when an appellant has filed a “no merit” brief pursuant to *People v. Wende* (1979) 25 Cal. 3rd 436.

(b) In Civil Limited cases, parties represented by counsel are to electronically file briefs in eCourt. Self-represented litigants may file electronically but are not required to do so. Electronic briefs must be submitted in PDF text searchable format, properly paginated, contain bookmarks and comply with applicable California Rules of Court regarding content and form.

(Revised effective July 1, 20~~26~~24)

**CHAPTER 18
VERBATIM COURT REPORTING SERVICES**

RULE 18.00 COURT REPORTERS

A. Official and pro tempore court reporters serving the court shall provide such service and receive such compensation, as provided by §§68086 et seq. of the *Government Code*, and by other applicable statutes, *California Rules of Court* <http://www.courts.ca.gov/rules.htm>, and rules of this court.

B. Court reporters shall constitute the Court Reporting Department of the court's Administration division, in accordance with applicable statutes, under the general direction of the Court Executive Officer and Clerk. Official and pro tempore court reporters shall make such reports to the California Judicial Council and to the Administration Division of this court, as provided by statutes and by rules of court, and as otherwise directed by the Court Executive Officer and Clerk.

C. Court reporting services must be provided in all Superior Court felony trials and hearings, all proceedings under the Lanterman-Petris-Short Act and all juvenile calendars, except for cases filed under *Welfare and Institutions Code* §601.

D. Reporting services are not available to a party without a fee waiver under *California Rules of Court*, rule 3.55(6) for the following proceedings:

- All Civil matters.
- All Family Law matters ~~except matters involving contempt or the Department of Child Support Services.~~
- All Probate matters.

~~Notwithstanding the above, the court in its discretion may order that any of the proceedings in this subsection D be reported by a court reporter from the Court Reporting Department, if deemed appropriate. In the proceedings listed in this subsection D where the court will continue to provide a court reporter or where the court in its discretion orders that a proceeding be reported, it is the parties' responsibility to pay the reporter's fee for attendance at the proceeding if required by law. The expense may be recoverable as part of the costs, as provided by law.~~

E. For those matters in subsection D in which the court does not provide a court reporter, the parties have the right to arrange at their own expense for the presence of a certified shorthand reporter to serve as an official pro tempore reporter for hearing or trial. See *Government Code* §68086; *California Rules of Court*, rule 2.956(b)&(c). Parties may arrange for their own reporter by filing with the court form (VN-243) "Agreement and Order Re Appointment of Official Reporter Pro Tempore." Parties must make arrangements for reporters in advance of the hearing to ensure the proceedings will be reported. It is the parties' responsibility to pay the reporter's fee for attendance at the proceedings, but the expense may be recoverable as part of the costs, as provided by law.

F. ~~(Deleted effective July 1, 2026) If it appears that a reporter will not be available for a matter in which the court provides a court reporter as set forth in subsection D, the Court Reporting Department must notify the parties at least five (5) days prior to the proceeding, and the deposit of court reporter fees shall be refunded. The parties may make arrangements for the presence of a reporter to serve as an official pro tempore reporter pursuant to rule 2.956 of the *California Rules of Court* and subsection E above. It is the parties' responsibility to pay the reporter's fee for attendance at the proceedings, but the expense may be recoverable as part of the costs, as provided by law.~~

G. A party with a fee waiver may request an official court reporter under *California Rules of Court*, rule 2.956(c)(2) for any proceeding for which reporting services are not available to a party without a fee waiver under subsection D above. The request should be made by using Judicial Council Form FW-020, "Request for Court Reporter by a Party with Fee Waiver" and should be filed at least ten (10) calendar days before the hearing or trial for which the reporter is requested. If the requesting party received less than ten (10) days' notice of the hearing or trial, the requesting party should file the request immediately upon receiving

3/6/2026

notice. If the requesting party does not file the request on time, the court may be unable to provide a court reporter on the date requested and may have to reschedule the hearing or trial. Even when the request is made timely, given the limited availability of official court reporters, the court cannot guarantee that one will be available at that requested time and the proceeding may need to be rescheduled.

H. An official court reporter is not available but the following proceedings will be electronically recorded by the court to make the official verbatim record of proceedings as provided by *Government Code §69957* and *California Rules of Court*, rules, 2.952 and 2.956(e), unless otherwise ordered by the court: Small Claims cases, Infraction Criminal Proceedings, Misdemeanor Criminal Proceedings, limited jurisdiction Civil trials, limited jurisdiction Civil Appeals from Superior Court, Misdemeanor Appeals, and Small Claims trial de novos.

(Revised effective ~~July June 61, 202226~~)