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BRENDA L. McCORMICK  
Executive Officer and Clerk  
By:  Deputy

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

**ADMINISTRATIVE ORDER RE:  
IMPLEMENTATION OF EMERGENCY  
RELIEF IN RESPONSE TO COVID-19**

**ADMINISTRATIVE ORDER  
NO. 22.02**

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The Ventura Superior Court is committed to protecting the health and safety of jurors, attorneys, staff, law enforcement, other court users, judges and the general public, while continuing to perform its constitutional and statutory duties. Beginning on March 14, 2020, the Presiding Judge issued several Emergency Orders closing the court for non-essential services to protect the health and safety of the public and court personnel. Over the past twenty-two months the court has implemented various protocols designed to protect the health and safety of all court users and personnel in response to the Covid-19 pandemic.

In response to the current surge in the number of Ventura County Covid-19 cases, which includes a surge in cases in the courts, due to the Omicron variant and in order to continue to protect the health and safety of court users and personnel pursuant to article VI, section 1 of the state Constitution; *Code of Civil Procedure* §128; *Government Code* §68070; California Rules of Court, rule 10.603; the inherent powers of the Court (*In re Reno* (2012) 55 Cal. 4<sup>th</sup> 428, 522); and federal, state and local public health guidance:

**THE COURT THEREFORE FINDS AND ORDERS AS FOLLOWS:**

1. As of January 11, 2022, through January 31, 2022, inclusive, all Ventura Superior Court courtrooms and clerk's offices will be closed, except for essential emergency matters and time-sensitive, essential functions. To address emergency and time sensitive matters, the following courtrooms shall continue to remain open, unless otherwise provided herein: limited

1 criminal courtrooms for in-custody matters, only; one (1) Family Law courtroom for all types of  
2 emergency restraining orders, other emergency orders and those hearings currently calendared  
3 in Courtroom 34 for permanent restraining orders; the off-site mental health courtrooms; one (1)  
4 juvenile delinquency courtroom; one (1) juvenile dependency courtroom; one (1) courtroom at  
5 the Juvenile Courthouse on Fridays, only, at 9:00 a.m., for probate, conservatorship and  
6 guardianship emergency ex parte matters; and one (1) civil courtroom on Tuesdays and Fridays,  
7 only, at 8:30 a.m., for emergency ex parte temporary restraining orders (excluding civil  
8 harassment), emergency Orders to Show Cause re: Preliminary Injunction or emergency  
9 Unlawful Detainer requests for Stay of Execution or Relief from Forfeiture. The Civil Supervising  
10 Judge has the authority, based upon a showing of good cause, to grant permission for an  
11 emergency ex parte hearing for a matter not listed above or to be heard on another day, if  
12 circumstances so warrant. Parties seeking emergency orders in Family, Civil or Probate shall  
13 reserve an emergency ex parte hearing by contacting the judicial secretary for the department  
14 and following the instructions on the court's website regarding the submission of papers. Parties  
15 are strongly encouraged to appear by Zoom in Family, CourtCall in Civil and Zoom or CourtCall  
16 in Probate. Civil Mandatory Settlement Conferences will remain on calendar, as set forth in  
17 paragraph 17 below. Also, the on-call magistrate will continue to perform his or her regular  
18 duties.

19 2. There shall be no in-person appointments for the clerk's offices, Records &  
20 Exhibits Department nor the self-help centers from January 10, 2022, through January 31, 2022,  
21 inclusive.

22 3. For purposes of computing time for filing papers under *Code of Civil Procedure*  
23 §§12 and 12a, January 11, 2022, through January 31, 2022, inclusive are deemed holidays,  
24 except for the following:

- 25 a. All Criminal filings and Traffic citations will be processed and filed that are  
26 submitted through interagency or United States mail. Traffic/Collection  
27 payments may be made at the walk-up windows located at the Hall of  
28 Justice in Ventura or at the East County Courthouse in Simi Valley, on-line  
or by United States Mail. No non-emergency matters will be calendared

1 during the remainder of January.

2 b. All Juvenile filings will be processed and filed that are submitted through  
3 interagency or United States mail. No non-emergency matters will be  
4 calendared during the remainder of January.

5 c. All filings relating to hearings that remain on calendar under this order  
6 between January 11, 2022, through January 31, 2022, as follows:

7 i. Filings related to emergency matters, as set forth in paragraph 1 and;

8 ii. Filing related to in-custody or detention hearings.

9 d. The clerk's office may also file and process any documents submitted prior  
10 to January 11, 2022.

11 4. E-Delivery for Civil, Family Law, Probate, and Small Claims filing shall be  
12 suspended and unavailable from January 11, 2022 through January 31, 2022, inclusive.  
13 Documents that will be filed as set forth in paragraph 3 above are to be submitted through the  
14 procedures set forth on the court's website or by United States mail, only.

15 5. Any judge of the court may extend the time periods provided in *Code of Civil*  
16 *Procedure* §§583.310 and 583.320 to bring an action to trial by not more than 30 days applicable  
17 only to cases in which the statutory deadline otherwise would expire from January 10, 2022,  
18 through January 31, 2022, inclusive. (See Chief Justice's January 7, 2022 order, Gov. Code  
19 §68115(a)(6)).

20 6. Any judge of the court may extend by not more than 90 days the duration of any  
21 temporary restraining order that would otherwise expire from January 11, 2022, through January  
22 31, 2022, inclusive, because the emergency condition described herein prevented the court from  
23 conducting proceedings to determine whether a permanent order should be entered. (See *Cal.*  
24 *Rules of Court*, Emergency rule 8).

25 7. Any judge may extend the time period provided in *Penal Code* §859b for the  
26 holding of a preliminary examination from 10 court days to not more than 30 court days,  
27 applicable only to cases in which the statutory deadline otherwise would expire. (See Chief  
28 Justice's March 30, 2020 Statewide Order).

8. The Supervising Judge of the Criminal Department may extend the time period

1 provided in *Penal Code* §1382 for the holding of a criminal trial by not more than 30 days  
2 applicable only to cases in which the statutory deadline otherwise would expire from December  
3 22, 2021, through January 20, 2022, inclusive and subject to a further order from the Chief  
4 Justice authorizing the court to extend the time if the circumstances, so warrant. (Chief Justice's  
5 December 20, 2021, Order. *Gov't Code* §68115(a)(10)).

6 9. Any judge may extend the time for arraignment for out of custody misdemeanors  
7 and infractions for up to 60 days.

8 10. All in-custody matters currently on calendar remain as set to be addressed by a  
9 judicial officer in the arraignment courtrooms and courtroom 23. Courtroom 10 will be closed.  
10 The parties/attorneys are to appear by Zoom, if available in the assigned courtroom. (See *Cal.*  
11 *Rules of Court*, Emergency rule 3).

12 11. Traffic matters set for hearing on Tuesday, January 11, 2022 in S1, East County  
13 Courthouse (Simi Valley) shall remain on calendar. Parties are to remain outside of the  
14 courtroom, until their case is called.

15 12. All other criminal matters, not specifically addressed above, are continued for up  
16 to 60 days from the currently scheduled date on calendar to a later date with notice to the parties.  
17 This order is not intended to prohibit a court from taking pleas or dismissing actions.

18 13. Attorneys may appear pursuant to *Penal Code* §977 for clients, if the *Penal Code*  
19 §977 waiver is in substantial compliance in the form required by *California Rules of Court*,  
20 Emergency Rule 5.

21 14. All Family Law trials, Family Law Request for Orders Hearings and Family Law  
22 Mediations, on calendar from January 11, 2022, through January 31, 2022, inclusive, are off  
23 calendar to be continued by the court to a later date, with notice to the parties.

24 15. All Family Law Settlement Conferences, Trial Setting Conferences, Status  
25 Conferences and Case Management Conferences re: submission of judgment are suspended.

26 16. All Civil Long Cause Jury Trials & Non-Jury Trials, (except as provided for in  
27 paragraph 5 above), Civil Law & Motion hearings, Short Cause Matters and Trials, Trials de  
28 Novo, and Courtroom 22b matters on calendar from January 11, 2022, through January 31,  
2022, inclusive, are off calendar, to be continued by the court to a later date, with notice to the

1 parties.

2 17. All Civil Mandatory Case Management Conferences shall remain on calendar from  
3 January 11, 2022 through January 31, 2022, inclusive. If a party/attorney is not able to appear  
4 remotely by using the Zoom platform they are to contact the Courtroom 22 judicial secretary for  
5 a continuance. Instructions for attending Zoom MSCs are available on the court's website.

6 18. All non-emergency Probate hearings and trials on calendar from January 11, 2022  
7 through January 31, 2022, inclusive, are off calendar to be continued by the court to a later date  
8 with notice to the parties.

9 19. All Unlawful Detainer matters currently on calendar from January 11, 2022, through  
10 January 31, 2022, inclusive, are off calendar to be continued by the court to a later date with  
11 notice to the parties.

12 20. Under *Code of Civil Procedure* §116.57(a), the court finds and declares that good  
13 cause exists for postponing the time period within which a small claims matter may be heard as  
14 set forth in *Code of Civil Procedure* §116.330(a). The court will issue orders re-setting the  
15 hearings of all small claims matters currently on calendar from January 11, 2022 through January  
16 31, 2022, inclusive, to a later date with notice to the parties.

17 21. Any judge may extend the time period provided in *Welfare and Institutions Code*  
18 §313 within which a minor taken into custody pending dependency proceedings must be  
19 released from custody to not more than seven (7) days, applicable only to minors for whom the  
20 statutory deadline otherwise would expire from January 10, 2022, through January 31, 2022,  
21 inclusive. (See Chief Justice's January 7, 2022 order, *Gov't Code* §68115(a)(11)).

22 22. Any judge may extend the time provided in *Welfare and Institutions Code* §315  
23 within which a minor taken into custody pending dependency proceedings must be given a  
24 detention hearing to not more than seven (7) days, applicable only to minors for whom the  
25 statutory deadline otherwise would expire from January 10, 2022, through January 31, 2022,  
26 inclusive. (See Chief Justice's January 7, 2022 order, *Gov't Code* §68115(a)(11)).

27 23. Any judge may extend the time periods provided in *Welfare and Institutions Code*  
28 §§632 and 637 within which a minor taken into custody pending wardship proceedings and  
charged with a felony offense must be given a detention hearing or rehearing to not more than

1 seven (7) days, applicable only to minors for whom the statutory deadline otherwise would expire  
2 from January 10, 2022, through January 31, 2022, inclusive. (See Chief Justice's January 7,  
3 2022 order, *Gov't Code* §68115(a)(11)).

4 24. Any judge may extend the time period provided in *Welfare and Institutions Code* §  
5 334 within which a hearing on a juvenile dependency petition must be held by not more than  
6 fifteen (15) days, applicable only to minors for whom the statutory deadline otherwise would  
7 expire from January 10, 2022, through January 31, 2022, inclusive. (See Chief Justice's January  
8 7, 2022 order, *Gov't Code* §68115(a)(12)).

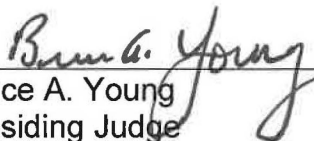
9 25. Any judge may extend the time period provided in *Welfare and Institutions Code*  
10 §657 within which a hearing on a wardship petition for a minor charged with a felony offense  
11 must be held by not more than fifteen (15) days, applicable only to minors for whom the statutory  
12 deadline otherwise would expire from January 10, 2022, through January 31, 2022, inclusive.  
13 (See Chief Justice's January 7, 2022 order, *Gov't Code* §68115(a)(12)).

14 26. Any local Ventura County Superior Court Rule of Court that is inconsistent with this  
15 order is temporarily suspended. Any provision of an Administrative Order previously issued by  
16 this court that is inconsistent with this order is hereby superseded.

17 THIS ORDER IS EFFECTIVE IMMEDIATELY AND WILL REMAIN IN EFFECT  
18 THROUGH JANUARY 31, 2022, UNLESS EXTENDED, AMENDED OR SUPERSEDED  
19 PRIOR TO THAT DATE.

20 **IT IS SO ORDERED.**

21 DATED: January 10, 2022

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24 Bruce A. Young  
25 Presiding Judge  
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