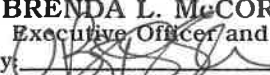


MAR 23 2023

BRENDA L. McCORMICK
Executive Officer and Clerk
By:  Deputy

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

**ADMINISTRATIVE ORDER RE: DOCUMENT
PROCESSING REQUIREMENTS RELATED TO
eCOURT**

**ADMINISTRATIVE ORDER
NO. 23.07**

On March 20, 2023, the Ventura Superior Court deployed a new case management system (eCourt) for the following case types: Civil (Limited, Unlimited and Appeals), Probate (including Conservatorship, Guardianship, and Appeals), Mental Health (and Appeals), Small Claims (and Trials DeNovo); and all Civil restraining orders (i.e., Elder Abuse, Civil Harassment, Gun Violence, School or Workplace Violence) (collectively "eCourt Case Types"). The new system requires the Court to make certain modifications to document processing procedures. Until such time that the Court may adopt Local Rules to address such issues,

THE COURT THEREFORE FINDS AND ORDERS AS FOLLOWS:

1. 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 Card, 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.
2. 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.

- 1 3. For eCourt Case Types, hard copy documents submitted to the Court for filing
2 shall not include exhibit tabs or other dividers which cause the page to exceed 8
3 ½" by 11" as such tabs and dividers cannot be easily scanned into the electronic
4 case management system.
- 5 4. Notwithstanding Ventura Superior Court Local Rule 5.01, for eCourt Case Types,
6 the Executive Officer and Clerk shall electronically record minute orders in eCourt.
- 7 5. Notwithstanding Ventura Superior Court Local Rule 8.12, for all Civil Trials, trial
8 briefs, statement of the case, witness lists, and *in limine* motions shall be emailed
9 to the courtroom email proxy on the first day of trial, unless otherwise ordered by
10 the assigned judicial officer.
- 11 6. Notwithstanding Ventura Superior Court Local Rule 10.01.A.1 and 10.02.D,
12 petitioners in guardianship and conservatorship proceedings are no longer
13 required to provide a copy of filed documents for use by the Court investigator.
- 14 7. Notwithstanding Ventura Superior Court Local Rule 10.02.F and G, the capacity
15 declaration of a physician/psychologist/psychiatrist in a conservatorship case and
16 the conservatorship care plan will be marked as confidential electronic documents
17 in eCourt.
- 18 8. Notwithstanding Ventura Superior Court Local Rule 28.00.E.3, the joint case
19 management statement in CEQA cases shall be emailed to the assigned
20 department's courtroom email proxy.

21 UNLESS AMENDED OR SUPERSEDED AND REPLACED BEFOREHAND, THIS
22 ORDER WILL REMAIN IN EFFECT UNTIL JULY 1, 2023.

23 **IT IS SO ORDERED.**

24
25 DATED: March 23, 2023



26 Kevin G. DeNoce
27 Presiding Judge
28 Superior Court of California,
County of Ventura