



Superior Court of California

COUNTY OF VENTURA
Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

LIMITATION ON COUNTER FILINGS

The following documents are required to be dropped off for back office processing:

CIVIL (All documents relating to Unlawful Detainer cases are excluded from this change.)

1. Case initiating papers including Complaints, Petitions and Applications
2. Applications for and Renewals of Judgment
3. Clerk and court default judgment packets, **except** Requests for Entry of Default

FAMILY LAW

1. Case initiating papers, **except** Restraining Orders and case initiating papers presented for filing with a Request for Order
2. Any document without a future hearing date scheduled

The documents listed above can be dropped at the civil and family law filing counters or Window 14 at the Ventura Courthouse.

Dropped documents must include:

1. A stamped, self-addressed envelope **OR**
2. Attorney service drop box number

Documents dropped without one of the above will be placed in the public pick-up bin and, if not picked up within thirty days, will be discarded.

Dropped documents will be received stamped, and will be processed as of the date they are dropped, unless rejected.