



*Superior Court of  
California*

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

**May 19, 2010**

**NOTICE OF COUNTER FILING CHANGES**

Effective June 21, 2010, the Ventura Superior Court of California, County of Ventura, will implement a change to the documents permitted to be filed at the front office filing counters.

**The following documents will be 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

**Note:** The documents listed above can be dropped at the civil filing counters in Ventura and East County, or at Window 14 in Ventura.

**FAMILY LAW**

1. Case initiating papers, **except** Restraining Orders
2. Any document without a future hearing date scheduled

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**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.

***"We appreciate your cooperation in implementing these changes, and thank you in advance."***