

**SUPERIOR COURT of CALIFORNIA, COUNTY of VENTURA**  
**DEPARTMENT 44 RULES & PROCEDURES<sup>1</sup>**

(Revised August 24, 2026)

**I. PRE-TRIAL RULES & PROCEDURE**

**A. General Information**

**Ex Parte Applications:** Heard daily at 8:30 a.m., generally called before other matters

**Daily Hearing Schedule:** Case management, Monday – Friday, 8:30 a.m.

| <b>Law &amp; Motion</b> | <b>Matter Type</b>                                  |
|-------------------------|-----------------------------------------------------|
| Monday (8:30 a.m.)      | Petitions / Motions to Compel Arbitration           |
| Tuesday (8:30 a.m.)     | Pleadings Challenges                                |
| Tuesday (1:30 p.m.)     | Writ Trials                                         |
| Wednesday (8:30 a.m.)   | Discovery & Miscellaneous Motions                   |
| Wednesday (1:30 p.m.)   | Class & PAGA Settlement Approval                    |
| Thursday (8:30 a.m.)    | Summary Judgment/Adjudication & Class Certification |

**B. Case Management**

**1. Primary Objective**

Ensure each case is at issue so that a trial date can be set. If a party remains unserved or served but not defaulted as of the case management conference (“CMC”), the conference will be continued, and the Court will likely set an OSC re: the imposition of sanctions. (CRC 3.110(i); CCP 177.5)

**2. Common Issues to Avoid**

- Counsel uninformed or untimely CMC Statement
- Delayed service or no proof of service. (CRC 3.110, 3.740; Gov’t Code. § 68616(a))
- Delayed default / default judgment. (CRC 3.110)
- Incorrectly named parties.
- Failure to timely post jury fees. (Code Civ. Proc. § 631)

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<sup>1</sup> See also [California Rules of Court](#) (CRC), [Ventura County Superior Court Local Rules](#) (LR) and [Code of Civil Procedure](#) (CCP)

### 3. Case Dates

Once a case is at issue, the Court may set mediation deadlines, a Pretrial Conference, and a trial date. All other related deadlines are set per CCP and CRC. Trial dates are firm; continuances are disfavored and must comply with CRC 3.1332.

### 4. Complex Case Management (CRC 3.400 et seq.)

The Standards of Judicial Administration provide for the resolution of all complex cases within three years. (Cal. Stds. Jud. Admin., § 3.10(d).)

The Court will schedule a CMC within 120 days of complex designation and may issue a Complex Track CMC Order that requires a joint report in lieu of judicial council form CM-110.

If no Complex Track CMC Order is issued, the parties must timely provide a Joint Report as required by LR 3.08 in lieu of CM-110.

The Court may issue a tentative case management order in advance of the Complex Track CMC.

### 5. Class Action Case Management

As a general rule, the Court will order discovery to be completed in phases to accord with class certification and merits discovery. If the parties anticipate filing the class action certification more than 12 months after the case is initiated, the Joint Report must include a detailed explanation of the reasons for the delay.

### 6. Writ Proceedings

The Court may issue a case management conference order in anticipation of the initial mandatory case management conference. Please see trial procedures at section II.B.2 below for briefing and administrative record requirements.

Writ trials take place on Tuesdays at 1:30 p.m.

### 7. California Environmental Quality Act Cases

See LR, Chapter 28, and as applicable the provisions of these rules relating to writ proceedings.

#### C. Ex-Parte Applications (See also CRC 3.1200 et seq. & LR 15.00 et seq.)

| Requirement     | Detail                                                                      |
|-----------------|-----------------------------------------------------------------------------|
| Hearing Time    | Daily at 8:30 a.m. (Limit 2 per day)                                        |
| Reservation     | Call Judicial Secretary <b>805-289-8791</b> by 10 a.m. the court day before |
| Filing Deadline | Noon the court day before hearing                                           |
| Appearance      | In person or via Zoom (see Remote Appearances)                              |

#### **D. Remote Appearances (See CCP 375.75, CRC 3.670 & 2.672 & LR 7.06)**

Advance notice is required to appear remotely via Zoom. No advance notice is required to make an in-person appearance. **If you fail to register timely, you will be denied remote entry to the hearing.** Court staff does not monitor Department 44 e-mails concerning remote appearances.

| <b>Registration Requirement</b>                                                                           | <b>Detail</b>                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For Each Court Appearance                                                                                 | <a href="#">Click Here to Register</a>                                                                                                                            |
| Deadline                                                                                                  | By 3:00 p.m. the court day before the hearing.                                                                                                                    |
| For Appearances By                                                                                        | Attorneys, Parties, Those Expressly Authorized by the Court                                                                                                       |
| Confirmation Email                                                                                        | By 5:00 p.m. the court day before the hearing                                                                                                                     |
| If the registration button does not work, paste this link into your browser, or ctrl+click to follow link | <a href="https://ventura-courts-ca.zoom.us/meeting/register/iqN7uhQSQMuoqs-9TQXgEQ">https://ventura-courts-ca.zoom.us/meeting/register/iqN7uhQSQMuoqs-9TQXgEQ</a> |

#### **Conduct Requirements**

- Reliable connection to include functioning audio and video
- No background noise
- Turn audio and camera on when case is called; mute until called
- Recording is prohibited (CRC 1.150)
- Identify yourself properly (e.g., “John Brown, Counsel for Plaintiff”)
- Dress and conduct yourself as you would for an in-person court appearance

#### **Evidentiary Hearings & Trials**

In-person appearance required unless otherwise authorized by the Court. If a witness is authorized to appear remotely the responsible party must ensure no delays, witness access to all documents, and adequate notice to all parties.

#### **Revocation of Remote Appearance**

The Court may require an in-person court appearance consistent with CCP 367.75(b) and CRC 3.672(d).

#### **E. Informal Discovery Conferences**

**Joint Written Request Required:** email [courtroom44@ventura.courts.ca.gov](mailto:courtroom44@ventura.courts.ca.gov)

**Held:** 1:30 p.m., Tuesday - Friday

**Time Limits:** 15 minutes (basic disputes); 30 minutes (complex disputes)

**Compliance Required:** LR 8.10

## **F. Law & Motion**

**Schedule:** Monday – Thursday at 8:30 a.m.

**Reservations:** Court Clerk 805-289-8525, option 3

**Briefing:** Strict compliance with CCP and CRC (e.g., page limits, format, notice)

**Exhibits:** If an exhibit is more than five pages, highlight the relevant portions. Electronically submitted exhibits must be bookmarked and text searchable. Paper copies must be tabbed by exhibit number.

**Page Numbering:** Each page of each exhibit must be numbered (e.g., Exh. A, Page 1).

## **G. Summary Judgment/Adjudication & Class Certification Motions**

**Limit:** The Court hears no more than 2 motions per week (Thursdays at 8:30 a.m.), unless specially set.

**Mandatory Chambers Copies:** Deliver to Courtroom 44 at 8:30 a.m. the court day after the documents are filed.

## **H. Sua Sponte Continuances**

The Court may continue hearings from time to time. In such cases, the Court will notify the parties.

## **I. Tentative Rulings**

The Court may issue written tentative decisions: <https://www2.ventura.courts.ca.gov/Courtroom/C44>.

**To submit on the tentative:** Email [courtroom44@ventura.courts.ca.gov](mailto:courtroom44@ventura.courts.ca.gov) before 8:00 a.m. on hearing day. Subject line: “SUBMISSION ON TENTATIVE,” [Case Number], [Title], and [Party]. Copy all parties.

If fewer than all parties submit on the tentative ruling, the hearing will be conducted and the tentative may change.

## **J. Pretrial Conferences (PTC)**

**Attendance is required by** trial counsel and self-represented parties (Remote appearance is allowed)

**Joint PTC statement due** 5 court days in advance of the PTC

**Required Joint PTC Statement Contents:**

1. Case Summary (claims, damages, defenses)
2. Resolution efforts to date and status of same
3. Confirm trial time estimate; provide a list of witnesses and examination estimates
4. Detail issues that may require court involvement, such as bifurcation, consolidation, or particularly complicated evidentiary issues that should be decided before trial
5. Trial counsel certification that they have read and will adhere to these rules

## II. TRIAL RULES & PROCEDURES

### A. Trial Documents (Other than Writ Trials)

1. **E-Mail Trial Documents.** All trial documents (other than writ proceeding trial documents) must be e-mailed to [courtroom44@ventura.courts.ca.gov](mailto:courtroom44@ventura.courts.ca.gov) at least 5 court days before trial but no more than 30 days prior to trial. Except for writ trial documents, **DO NOT FILE** trial documents with the Court; they will be rejected by the Court clerk. Do not resubmit trial documents if the trial trails.

2. **Mandatory Paper Chambers Copies of Trial Documents** are to be delivered to Courtroom 44 by 8:30 a.m. the court day after they are emailed. The chambers copies shall be placed in a labeled and tabbed 3-ring binder with an index of documents.

**OSC for Failure to Comply.** The Court is likely to set an OSC for failure to provide trial documents in accordance with these rules.

### 3. Required JOINT Trial Documents

The parties are ordered to meet and confer at least 14 days in advance of when the joint documents are due to the Court:

- a. **Stipulations** must detail any issues that do not need to be tried. If there are no stipulations, the parties must so state.
- b. **Joint Witness List** must include: (a) name, (b) relationship to the case, (c) brief offer of proof, (d) time estimates for direct, cross and re-direct examination.
- c. **Joint Exhibit List** must remove all duplicate exhibits, and include: (a) brief exhibit description, (b) any stipulations for admissibility, (c) objections.
- d. **Joint LIST of Jury Instructions.** A list of agreed-upon CACI instruction numbers shall be provided. Any disputed CACI instructions must also be included and identified by the offering party.

### 4. Optional JOINT Trial Documents

**Trial Briefs** are strongly preferred but not required. Trial briefs must be a maximum of 5 pages, emailed to court and served on all parties.

#### **Motions in Limine**

**No more than 5 MILs per side**, absent leave of Court

Each motion has a **5-page limit**, attached exhibits to each motion must be no more than 20 pages

Avoid MILs that seek compliance with existing law or restate general propositions of law without reference to the evidence to be excluded (e.g., Motion to exclude all settlement discussions, Motion to exclude all evidence not produced in discovery).

Parties must complete all MIL briefing by the day they are due (5 court days before trial)

## **B. Writ Trial Documents**

1. **File Writ Trial Documents.** File all briefs in support of or in opposition to the writ proceeding with the Court in a manner consistent with law and motion filings.

2. **Administrative Record.** The Court strongly prefers an electronic administrative record. Electronic administrative records must be lodged with the Court on a thumb drive contained in an 8 ½ x 11 envelope with a case caption page on the front of the envelope. The Court requires a chambers copy of the administrative record to be delivered to Department 44. Electronic exhibits must have an index, be bookmarked, text searchable (whenever possible), and each page of the record must be identified by the page number of the Administrative Record, and according to the index description. (See California Rule of Court 3.1110(f)(1) & (4) and 2.256(b).) To the extent the record is broken up into volumes, each page of the Administrative Record should reflect the Volume, Exhibit Number, and Page Number. If a paper copy of the administrative record is provided, the record shall be delivered to Department 44 and must comply with Rule 3.1110(f) (1)-(3). The Court is likely to reject any administrative record that does not conform to these rules and the Rules of Court.

## **C. Jury Fees**

Submit jury fees by check to the judicial assistant on the first day of trial.

## **D. Court Reporter**

Parties must arrange and pay for a court reporter unless indigent, in which case a timely written request must be made. (See Admin Order 18.06.)

If no court reporter, challenges to the sufficiency of the evidence to support the verdict or any ruling by the Court will be deemed waived on appeal. (*Aguilar v. Avis Rent-A-Car System, Inc.* (1999) 21 Cal.4th 121, 132.)

## **E. Remote Appearances**

Not allowed for trial absent court order.

## **F. Trial Exhibits**

### **Format**

- Pre-mark all exhibits with numbers (unique number ranges per party)
- No duplicate exhibits
- Place exhibits in numerically tabbed binders with binder spines to reflect exhibit number ranges
- Each page of every exhibit must be marked by exhibit and page number (e.g., Exh. 1-001, or Exh. 1, p. 1.). Standalone pages will not be admitted from an exhibit.

**Three copies of exhibit are required** (one for the judge, one for the court clerk, and one for the witness stand). The parties are responsible to ensure that all parties have sufficient copies of exhibits.

G. **Deposition Transcripts**

Lodge deposition transcripts with the Court on the first trial together with a notice of lodging.

H. **Jury Instructions**

Meet & confer at least 14 days prior to trial

Use CACI instructions and verdict forms where possible; parties submitting joint special instructions must indicate whether the other side stipulates or objects to same. If there are objections, the objecting party shall specify the bases for same.

On Day 1 of trial, submit a joint list of CACI instruction numbers, proposed special instructions, and verdict forms

Plaintiff shall prepare the final set of instructions unless otherwise agreed

I. **Jury Questionnaires**

If requested:

1. Met and confer on questions, costs, and logistics. Any costs are to be borne by the parties as agreed.
2. Email joint proposed questionnaire (with juror instructions) at least 5 court days before trial to [courtroom44@ventura.courts.ca.gov](mailto:courtroom44@ventura.courts.ca.gov).
3. Specify whether questionnaires are proposed 1) to be used to pre-screen prospective jurors or 2) as a set of questions to be asked by the Court during voir dire.

J. **Abbreviated Opening Statements**

Available on request under CCP 222.5(d).

Statements shall be neutral and non-argumentative and shall not exceed 2 minutes per party.

K. **Jury Selection**

**Method: Six-Pack Jury-Selection,** For cause challenges can be made as to any of the 18 prospective jurors outside the presence of the jury. Peremptory challenges may be made to the remaining 18 jurors from counsel table. Continuing voir dire will proceed as to newly seated prospective jurors only.

**Alternates.** Court will determine number of alternates.

**No Preconditioning Jurors.** Hypotheticals, anecdotes, and personal stories are not allowed. Counsel may not summarize instructions or the law without leave of court.

**Bench Conferences.** Minimize side bars. Counsel should address all anticipated evidentiary or legal issues affecting the presentation of evidence in limine, at the pre-trial conference, or outside the presence of the jury. Bench conferences conducted in the presence of the jury are not reported.

L. **Audio/Visual**

Parties are responsible for their own audio/visual needs at trial. Test all equipment in advance to avoid delay. The Court does not provide technical support.

Any party showing a presentation to the jury in opening or closing shall provide a copy of same to all other parties and the Court clerk at least 15 minutes prior to the presentation.

Court will mark the presentation as a special court exhibit for purposes of appellate review; any objections shall be made outside the presence of the jury.

M. **Trial Schedule**

**Monday through Thursday:** 10:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

**Breaks:** 10 minutes (morning); 15 minutes (afternoon)

Counsel should arrive **15 minutes early** to address matters to be heard outside the presence of the jury. Avoid juror delays.

N. **Entry of Judgment**

The prevailing party shall serve and file the proposed judgment consistent with the verdict.