



*Superior Court of
California*

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

*Michael D. Planet
Executive Officer/Clerk
and Jury Commissioner*

June 27, 2016

Martin Hoshino
Administrative Director
Judicial Council of California – Executive Offices
455 Golden Gate Avenue
San Francisco, California 94102-3688

**Re: Notification of Discontinuance of Drop Boxes and Reduction in
Electronic or Fax Filing Hours
(Government Code §68106)**

Dear Mr. Hoshino:

Pursuant to the above code section, the Superior Court of California, County of Ventura is providing 60 days notice of its plan to discontinue drop boxes and reduce electronic or fax filing hours in its clerk's office.

Effective July 11, 2016, the court will extend its clerk's office's regular business hours. The clerk's office and its filing counters will be open to the public from 8:00 am - 4:00 pm. The above proposed changes will provide for the same filing hours, regardless of method of delivery, which will eliminate confusion and provide uniformity in service hours.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Planet".

Michael D. Planet
Executive Officer

MDP/vjb
Encl.



PUBLIC NOTICE

(Government Code §68106)

Superior Court of California, County of Ventura Discontinuance of Drop Boxes and Reduction in Electronic or Fax Filing Hours

Pursuant to *Government Code* §68106, the Superior Court of California, County of Ventura, is providing sixty (60) days notice of its intent to discontinue the use of drop boxes as a method for delivering documents for filing, and to reduce the hours during which electronic or fax filing is a method for delivering documents for filing.

Currently, the clerk's office and its filing counters close at 3:00 pm, but parties may place documents in the court's drop boxes until 4:30 pm, or may submit documents through electronic or fax filing until 5 pm, and such documents will be deemed filed that same court day.

Effective July 11, 2016, the court will extend its clerk's office's regular business hours. The clerk's office and its filing counters will be open to the public from 8:00 am - 4:00 pm.

Pursuant to this notice, effective September 1, 2016, the court will discontinue the use of all drop boxes as a method for delivering documents for filing. In addition, electronic or fax filing will be available as a method for delivering documents for filing only until 4:00 pm.

All documents received by the court for filing before 4:00 pm, regardless of the method of delivery, will be deemed filed that same court day, subject to the document's compliance with applicable standards. All documents received by the court for filing after 4:00 pm, regardless of the method of delivery, will be deemed filed the next court day, subject to the document's compliance with applicable standards.

Providing the same filing hours, regardless of the method of delivery, will eliminate confusion and promote consistency. These changes comply with *California Rules of Court*, rules 2.210 and 2.250(b)(10).

Anyone wishing to comment on this proposed plan may do so, either by regular mail or e-mail, by August 26, 2016. Please direct your response to:

Michael D. Planet, Court Executive Officer
P.O. Box 6489
Ventura, CA 93006-6489
or
dropboxresponse@ventura.courts.ca.gov