

Search requests must be submitted in person or in writing. Search requests will not be completed over the phone. Ventura Superior Court Records Department is available for in person requests Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays. If sending a request via mail, include a self-addressed stamped envelope in a size sufficient to accommodate your request. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business days (excluding holidays).

Please note if your case type is confidential, only parties to the case have access to those documents. If you are requesting copies of confidential documents, you must submit a notarized copy of your driver's license, passport, or identification card.

Mail requests to:
Ventura County Superior Court
Attn: Records Department, Room #218
800 S. Victoria Ave
Ventura, CA 93009

A check or money order sufficient to cover costs or a "Not to Exceed" check with a set specific amount to process your request (a receipt will be returned to you). Checks should be made payable to **Ventura Superior Court**.

Contact the Juvenile/Probate Courthouse at 805-289-8820 for Adoption, Juvenile, Probate, Conservatorship and Guardianship records requests. Do not use this form.