

Superior Court of California County of Ventura

800 S. Victoria Ave, Ventura, CA 93009 Records Department: 805-289-8668

Telephone hours: Monday – Friday 8:30 a.m.-11:30 a.m. & 1:30 p.m.- 4:00 p.m.

Website: www.ventura.courts.ca.gov

REQUEST FOR COURT RECORDS

Requests will be processed in the order received

Name:		Agency (if applicable):
Mailing Address:		
Email:		_Phone Number:
2.REQUEST INFORMATION Criminal	☐ Civil ☐ Far	mily Law Small Claims
Name	DOB*	Case Number(s)
	*For Criminal Case	Efile Only
3.DOCUMENT REQUESTED Certifie	ed □ Not Certifie	
•		eu : Conviction/plea/waiver
		y/Support Order Other:
	Courtroom:Star	
	·	t Time:End Time:

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.