



Superior Court of California  
County of Ventura

## **NOTICE OF UPDATED CLERK'S OFFICE HOURS**

**EFFECTIVE JANUARY 3, 2023**

The Clerk's Office hours at the Hall of Justice and Juvenile Courthouse will be updated effective January 3, 2023. In-person appointments are still required and can be made on the court website.

**Office and telephone hours: 8:30 a.m.-12:00 p.m. and 1:30-4:00 p.m.**

**Appointment hours: 8:30-11:30 a.m. and 1:30-3:00 p.m.**

These hours apply Monday through Friday, except holidays.

Drop boxes are located outside both courthouses for documents accepted for filing at that specific location. Documents placed in the boxes by 4:00 p.m. will be deemed deposited for filing that same business day.

EDelivery will continue to be available until 4:00 p.m. Please visit <http://www.ventura.courts.ca.gov/eDelivery.html> for instructions and limitations.

\*Note – There is no change to the current hours for the Criminal/Traffic division, which are 8:00 a.m. – 4:30 p.m.