

## SUPERIOR COURT



Dignity  
Respect  
Excellence  
Communication  
Pride in all we do

COUNTY OF VENTURA

*Our Court is Here  
for the People we Serve.*

# VENTURA SUPERIOR COURT SELF-HELP LEGAL ACCESS CENTER

800 South Victoria Avenue  
Ventura, CA 93009

The Ventura Superior Court is only admitting members of the public by appointment to protect the health and safety of the public and court personnel.

## SELF-HELP SERVICES

### E-mail

If you have questions about court forms or processes, please email us at [SHLAC.workshop@ventura.courts.ca.gov](mailto:SHLAC.workshop@ventura.courts.ca.gov).

### Telephone: (805) 289-8812

To schedule a telephone appointment, you will be prompted to leave a voicemail with your information and a staff member will call you back.

### Webinars

Webinars are available to answer your questions. Visit [calendly.com/vcselfhelpcenter](http://calendly.com/vcselfhelpcenter) to sign up.

### In person

In person assistance is provided by reservation only. Use our online Reservation System described below.

## ONLINE RESERVATION SYSTEM

The Ventura Superior Court has created an online Reservation System that the public can use in order to receive Self-Help assistance.

Scan the QR code and select the department for which you would like to make a reservation.

Or visit [calendly.com/vcscreservations](http://calendly.com/vcscreservations).



## THE SELF-HELP CENTERS REQUIRE THAT YOU FOLLOW COVID-19 GUIDELINES:

- Wear a face covering/mask over your nose and mouth at all times within public areas of the courthouse or courtroom
- Maintain at least 6 feet of physical distance from all persons (except those within your household) at all times
- Reschedule your reservation if you're not feeling well
- Cough or sneeze into your elbow
- If you are COVID-19 positive – **do not come in** as services will not be provided

## Please Review Carefully Before Your Appointment

### WHAT SHOULD I BRING?

If you do not bring any of the following you may have to reschedule your reservation:

- Face covering
- Picture ID
- Full names, birth dates, and any other identifying information of the other parties and minor children involved in your case
- Pen (black or blue)
- If needed, reading glasses
- Any documents related to your case
- Any documents or exhibits you want to file

### WHERE DO I GO FOR MY RESERVATION?

Ventura Superior Court (Hall of Justice)  
800 South Victoria Avenue, Ventura, CA 93009  
First floor, Room 106

Proceed to the main entrance. Court staff will be available outside to confirm your reservation and allow you to enter the courthouse.

### WILL I BE SEEN RIGHT AWAY?

Even though you have a scheduled reservation, you may not be assisted right away. Be prepared to wait for assistance. Be prepared to schedule another reservation if you are late or your forms are not ready to be reviewed.

### WHAT SHOULD I EXPECT DURING MY VISIT?

We are only providing general legal information and form review assistance. If you have not completed the necessary forms contact us at [SHLAC.workshop@ventura.courts.ca.gov](mailto:SHLAC.workshop@ventura.courts.ca.gov).

### CAN I FILE THE SAME DAY I RECEIVE SELF-HELP ASSISTANCE?

You must have a reservation for the clerk's office to file any forms. **IF** your forms are complete and ready to file, we will try to schedule your reservation with the clerk's office but there is no guarantee that a same day reservation will be available. Please expect to make a reservation for the clerk's office for another day and/or another time to file your forms.

### WHO CAN I BRING?

**You may only bring yourself.** Please do not bring companions or children to your scheduled reservation unless ordered by the court. Be advised that the Children's Waiting Room is CLOSED until further notice. If any child is brought because of a court hearing and/or mediation, you must arrange for a responsible adult to care for the child outside the courthouse.