Superior Court of California

County of Ventura

800 S. Victoria Ave, Ventura, CA 93009 Records Department: 805-289-8668 Website: <u>www.ventura.courts.ca.gov</u> Telephone hours: Monday – Friday 8:30 a.m.-11:30 a.m. & 1:30 p.m.- 4:00 p.m.



RECORDS REQUEST FORM

1.CONTACT INFORMATION

Name:	Agency (if applicable):
Mailing Address:	

Email:_____

Phone Number:_____

2.REQUEST INFORMATION	🗆 Crimi	nal 🗌 Civil	Family Law	Probate	Small Claims
Name	DOB	Case Number(s)			
	•	•			

d 🛛 🗆 Plain Copy

Charging documents: Complaint/Ir	formation/Citation Disposition: Conviction/plea/waiver Sentencing Order	🗆 Entire File
Minute Order dated:	_ ☐ Judgment/Dissolution □ Custody/Support Order □ Other:	

Audio Recording - Date:______Dept:____

4.DELIVERY Call when available View Only Mail *must provide self-addressed stamped envelope

_	COURT USE ONLY								
		Search \$15	Certification \$40		Received By:				
		Authentication \$15	Exemplification \$50						
		Copy Fee: \$0.50 x	pages = \$		Completed By:				
		Audio Recording \$11							
		Total Balance Due:		-					

Records search requests will not be processed over the telephone. Search requests must be submitted in person, via email or in writing. Ventura Superior Court Records Department is available for in person requests by appointment only. You may schedule an appointment at https://calendly.com/vcscreservations If sending a request via mail, include a self-addressed stamped envelope. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business day (excluding holidays).

Email requests to: <u>RecordsCorrespondence@ventura.courts.ca.gov</u>

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

If paying by check, make payable to "Ventura County Superior Court".