

**VENTURA SUPERIOR COURT
SELF-HELP LEGAL ACCESS CENTER SCHEDULE**

VENTURA COURTHOUSE

800 S. Victoria Ave., Ventura, CA 93006 – 1st Floor, Room 106
Call (805) 289-8724 for recorded information

Day:	Time:	Services:
Monday - Wednesday	8:00 a.m. – Sign In for Morning (No walk-ins after 11:30 a.m.) <u>CLOSED: 12:00 p.m. – 1:30 p.m.</u> 1:30 p.m. – Sign In for Afternoon (No walk-ins after 3:30 p.m.)	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. Please arrive early and be prepared to wait. The Center closes when it reaches capacity.
Thursday AM	8:00 a.m. – Sign In for Morning (No walk-ins after 11:30 a.m.) <u>CLOSED: 12:00 p.m. – 1:30 p.m.</u>	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. Please arrive early and be prepared to wait. The Center closes when it reaches capacity.
Thursday PM	1:30 p.m. – 4:00 p.m. Appointments Only	Document review assistance by appointment only. Schedule an appointment during walk-in services or e-mail the Self-Help Center at SHLAC.Workshop@ventura.courts.ca.gov
Friday	8:00 a.m. – Sign In for Morning (No walk-ins after 11:30 a.m.) <u>CLOSED: 12:00 p.m. – 1:30 p.m.</u> 1:30 p.m. – Sign In for Afternoon (No walk-ins after 3:30 p.m.)	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. Please arrive early and be prepared to wait. The Center closes when it reaches capacity.

OXNARD COURTHOUSE

4353 E. Vineyard Ave., Oxnard (El Rio), CA 93036 – 2nd Floor, Room 206
Call (805) 289-8724 for recorded information

Day:	Time:	Services:
Monday	8:00 a.m. – Sign In for Morning (No walk-ins after 11:30 p.m.) <u>CLOSED: 12:00 p.m. – 1:30 p.m.</u> 1:30 p.m. – Sign In for Afternoon (No walk-ins after 3:30 p.m.)	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. Please arrive early and be prepared to wait. The Center closes when it reaches capacity.
Wednesday AM	8:15 a.m. – Sign In for Guardianship Workshop <u>CLOSED: 12:00 p.m. – 1:30 p.m.</u>	Workshop starts promptly at 8:30 a.m. <u>Advance reservations required.</u> Schedule a reservation during walk-in services or e-mail the Self-Help Center at SHLAC.Workshop@ventura.courts.ca.gov
Wednesday PM	1:30 p.m. – Sign In for Afternoon (No walk-ins after 3:30 p.m.)	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. The Center closes when it reaches capacity.
Friday AM	8:00 a.m. – Sign In for Morning (No walk-ins after 11:30 a.m.) <u>CLOSED: 12:00 p.m.</u>	Walk-in assistance for civil case-types listed on the reverse. We assist people on a first-come, first-served basis. The Center closes when it reaches capacity.

IMPORTANT INFORMATION

On How the Self-Help Center Can Help You

(Please read before visiting our Office)

Cases-Types SHLAC helps with:

- Eviction
- Expungement (Misdemeanors & Infractions only)
- Conservatorship of Person
- Guardianship of Person
- Step-Parent Adoption (initial forms only) & Adult Adoption
- Civil Harass. Restraining Orders
- Elder Abuse Restraining Orders
- Collection Defense - Answers
- Judgment Enforcement (limited)
- Name Change
- Name & Gender Change

Cases SHLAC CAN NOT help with:

- Initiating a civil law suit (of any type)
- Small Claims
- Family Law
- Probate – Decedents Estates
- Trusts and Estates
- Criminal
- Appeals or Writs of Mandate
- Injunctive Orders
- Labor, Employment, Worker's Comp.
- Bankruptcy
- Real Estate matters

SHLAC STAFF CAN:

Provide general informational assistance
Assist with selecting appropriate forms
Explain how to fill out forms
Review forms for completeness
Explain court processes
Explain options
Provide referrals to community & legal resources

SHLAC Staff CANNOT:

Fill out forms or draft pleadings
Give legal advice or be your attorney
Provide confidential communications
Help with case strategy
Tell you what to say on your forms
Predict the outcome of your case
Help you with someone else's case
Make decisions for you or tell you - your best option
File or Serve documents

What to bring with you To SHLAC?



You must be **self-represented** (not have an attorney in your case) to get assistance at the SHLAC. The Self-Help Center does NOT assist Businesses, Property Managers, Corporations, Governmental Entities or Organizations.

- **Bring filed copies of all your court documents:** Staff will need to see them before we can help you.
- **Bring what you need to fill out forms:** Bring anything (*glasses, black pens, income information*) you may need to help you read and complete court forms.
- **Bring a helper if needed:** If you are unable to write, please bring an adult friend or relative with you. SHLAC Staff can NOT fill out forms for you.
- **Bring an interpreter:** If you do not read or write English well, please bring an adult friend or relative with you who can help you write and fill out forms.
- **Please note:** No food, drinks or cell phone calls inside the SHLAC. You are prohibited from taking any photographs in the SHLAC.