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
FAMILY RESOURCE CENTER

4353 E. Vineyard Avenue
Oxnard, CA 93036

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 FRC@ventura.courts.ca.gov.

Telephone: (805) 289-8864
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 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.

SCAN ME

Or visit 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
- Case number
- Cash, check or credit card to pay filing fees if due

WHERE DO I GO FOR MY RESERVATION?
Juvenile and Probate Courthouse
4353 E. Vineyard Avenue, Oxnard, CA 93036
Second floor, Room 206
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 FRC@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.