

# VENTURA SUPERIOR COURT SELF-HELP LEGAL ACCESS CENTER SCHEDULE

<b>Courthouse:</b>	<b>Day:</b>	<b>Time:</b>	<b>Services available:</b>
<u>Ventura – Hall of Justice</u> 800 S. Victoria Ave. Ventura, CA 93009 1st Floor, Room 106	<b>Monday</b> <b>Wednesday</b> <b>Thursday</b> <b>Friday</b>	<u>Intake Hours</u> 8:00 – 10:30 AM 1:30 – 2:00 PM	Walk-in assistance for civil matters listed below
	<b>Tuesday</b>	CLOSED	CLOSED
<u>Juvenile &amp; Probate Court</u> 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2nd Floor, Room 206	<b>Tuesday</b>	<u>Intake Hours</u> 8:00 – 10:30 AM 1:30 – 3:00 PM	Walk-in assistance for civil matters listed below
<u>Juvenile &amp; Probate Court</u> 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2nd Floor, Room 206	<b>Wednesday</b>	8:30 AM – class starts promptly  1:30 -3:00 PM	How to start a Guardianship – Workshop  Walk-in assistance for Guardianship & Conservatorship

**\*\* Due to the high demand for services, the Center often reaches capacity before the end the day. It is best to arrive as early as possible during the intake hours listed above. The Center helps people on a first-come, first-served basis. The Self-Help Center may close with no prior notice due to staff shortage. You may call 805.289.8724 for recorded info. \*\***

### Cases that the Self-Help Center CAN help with:

**Eviction, Expungement (Misdemeanors & Infractions); Step-Parent & Adult Adoption; Civil Harassment Restraining Order; Collection Defense; Guardianship & Conservatorship (Person Only); Judgment Enforcement, Name Change, and Name & Gender Change**

### Cases that the Self-Help Center CANNOT help with:

**Initiating any type of civil law suit; small claims; probate; trusts and estate planning; criminal cases; writs of mandate and appeals, injunctive orders, family law, and labor and employment**

### Self-Help Services:

**Self-Help Staff CAN: (1) Provide general information; (2) Assist with selecting appropriate court forms; (3) Explain how to fill out forms; (4) Explain court processes; and (5) Review forms for completeness before filing**

**Self-Help Staff CANNOT: (1) Fill out forms or draft documents; (2) Tell litigants what to say on their forms; (3) Give legal advice; (4) Represent litigants in court; (5) Predict the outcome of the case; (6) Help with case strategy; (7) File and Serve documents for litigants; or (8) Provide confidential communications**

### WHO can SHLAC help?

**The Self-Help Center assists self-represented individuals with their own cases. Staff cannot assist anyone who is being represented by an attorney. The Self-Help Center does NOT assist Businesses, Property Managers, Corporations, Governmental Entities or Organizations.**