

**VENTURA SUPERIOR COURT
SELF-HELP LEGAL ACCESS CENTER (SHLAC) SCHEDULE**

Courthouse:	Day:	Time:	Services
<u>Ventura – Hall of Justice</u> 800 S. Victoria Ave. Ventura, CA 93009 1st Floor, Room 106 <i>For recorded info call 805.289.8724</i>	Monday – Friday	SHLAC opens at 8:00 a.m. Arrive Early! We help people on a first-come-first-served-basis & run out of available spots soon after opening. The wait for services is long, so plan to be here for several hours. Closed: 12:00 – 1:30 pm SHLAC opens at 1:30 pm Arrive Early! People arrive & get in line before the SHLAC opens. We often run out of spots by 2:00 pm. After the SHLAC fills up, we stop signing people in for services. No walk-ins after 3:45.	Walk-in assistance for civil matters listed on the back Due to staff shortage, the SHLAC may close with no prior notice
Courthouse:	Day:	Time:	Services
<u>Juvenile & Probate Court</u> 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2 nd Floor, Room 206	Tuesday	SHLAC opens at 8:00 a.m. Arrive Early! We help people on a first-come-first-served-basis & run out of available spots soon after opening. The wait for services is long, so plan to be here for several hours. Closed: 12:00 – 1:30 pm SHLAC opens at 1:30 pm Arrive Early! People arrive & get in line before the Center opens. We often run out of spots by 2:00 pm. After the SHLAC fills up, we stop signing people in for services. No walk-ins after 3:45.	Walk-in assistance for civil matters listed on the back Due to staff shortage, the SHLAC may close with no prior notice
<u>Juvenile & Probate Court</u> 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2 nd Floor, Room 206 <i>For recorded info call 805.289.8724</i>	Wednesday	Guardianship Workshop starts promptly at 8:30 am Arrive at 8:15 am! There are limited spots available for the workshop so you are <u>strongly encouraged</u> to make an advance reservation. Go to the Ventura or Oxnard SHLAC before the workshop to get the forms and make a reservation. Closed: 12:00 – 1:30 pm SHLAC opens at 1:30 pm Guardianship Workshop participants have priority at 1:30 pm. After they are finished, then we help people on a first-come-first-served-basis. After the SHLAC fills up, we stop signing people in for services.	8:30 am - How to start a Guardianship Case 1:30 pm Walk-in assistance for Guardianship & Conservatorship No walk-ins after 3:45 pm

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)
- 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 CAN NOT:

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 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.