

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

**VENTURA COURTHOUSE**

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

<b>Day:</b>	<b>Time:</b>	<b>Services:</b>
<b>Monday - Wednesday</b>	8:00 a.m. – 11:30 a.m. <b>CLOSED: 12:00 – 1:30 p.m.</b> 1:30 p.m. – 3:30 p.m.	Walk-in assistance for civil case-types listed on the backside. <b>Arrive Early!</b> We assist people on a first-come, first-served basis and often reach capacity shortly after opening.
<b>Thursday – AM Session</b>	8:00 a.m. – 11:30 a.m.	Walk-in assistance for civil case-types listed on the backside. <b>Arrive Early!</b> We assist people on a first-come, first-served basis and often reach capacity shortly after opening.
<b>Thursday – PM Session</b>	1:30 p.m. – 4:00 p.m. <b>*No walk-in assistance*</b>	Document review assistance by appointment only.
<b>Friday</b>	8:00 a.m. – 11:30 a.m. <b>CLOSED: 12:00 – 1:30 p.m.</b> 1:30 p.m. – 3:30 p.m.	Walk-in assistance for civil case-types listed on the backside. <b>Arrive Early!</b> We assist people on a first-come, first-served basis and often reach capacity a few hours after opening.

**OXNARD COURTHOUSE**

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

<b>Day:</b>	<b>Time:</b>	<b>Services:</b>
<b>Tuesday</b>	8:00 a.m. – 12:00 p.m. <b>CLOSED: 12:00 – 1:30 p.m.</b> 1:30 p.m. – 4:00 p.m.	Walk-in assistance for civil case-types listed on the backside. <b>Arrive Early!</b> We assist people on a first-come, first-served basis and often reach capacity shortly after opening.
<b>Wednesday – AM Session</b>	8:00 a.m. – 12:00 p.m.	<b>Guardianship Workshop starts promptly at 8:30 a.m.</b> Arrive by 8:15 a.m.! There are limited spots available. <u>Advance reservations are required.</u>
<b>Wednesday- PM Session</b>	1:30 p.m. – 4:00 p.m.	Guardianship workshop participants have priority at 1:30 p.m. then we assist walk-in litigants with Guardianship & Conservatorship cases on a first-come, first-served basis.

**Online Self-Help Assistance is Now Available!**

Please go to our website at [www.ventura.courts.ca.gov/shlac.html](http://www.ventura.courts.ca.gov/shlac.html) or email [SHLAC.Workshop@ventura.courts.ca.gov](mailto:SHLAC.Workshop@ventura.courts.ca.gov) for more information.

## 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?



- **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.

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.