



Superior Court of California  
County of Ventura  
June 18, 2014

**NOTICE OF PUBLIC ACCESS TO  
SCANNED CIVIL UNLIMITED COMPLAINTS**

In furtherance of its long-standing policy of providing timely access to court records, the Superior Court of California, County of Ventura is now creating electronic copies of all new civil unlimited complaints, excluding exhibits and attachments, prior to processing and filing by the Court. These electronic copies can be viewed free of charge on the public computer terminals in the public lobby of the Records Department during regular business hours from 8:00 a.m. to 3:00 p.m. daily. New civil unlimited complaints received by Civil Court Processing Assistants prior to 3:00 p.m. typically will be available for electronic viewing on the same day. Complaints received after 3:00 p.m. typically will be available for electronic viewing the next business day. Each scan will remain available for review for ten (10) days.

The procedures outlined above do not apply to new complaints that are confidential as a matter of law. Similarly, the procedures outlined above do not apply to new complaints that are lodged or filed with the Superior Court pursuant to a motion or application that the complaint be filed under seal. Access to these complaints shall be governed by *California Rules of Court* 2.550 and 2.551.

Scanned complaints do not constitute official records of the Court. The Court may ultimately reject for filing any complaint that does not meet the applicable standards of the *California Rules of Court*. Complaints become official records of the Court only after they are assigned a case number, stamped "filed" and placed in a file folder.

Members of the public may review official court files at the Records Department's public counter upon request. Paper copies of the contents of these files may be obtained at the cost of fifty (.50) cents per page.