

Superior Court of California

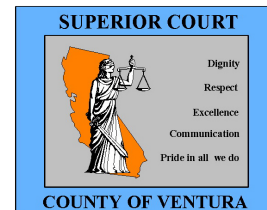
County of Ventura

800 S. Victoria Ave, Ventura, CA 93009

Records Department: 805-289-8668 Website: www.ventura.courts.ca.gov

Telephone hours: Monday – Friday 8:30 a.m.-11:30 a.m. & 1:30 p.m.- 4:00 p.m.

Email: RecordsCorrespondence@ventura.courts.ca.gov



VN266

RECORDS REQUEST FORM

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

2. REQUEST INFORMATION ☐ Criminal ☐ Civil ☐ Family Law ☐ Small Claims

Name	DOB*	Case Number(s)

*For Criminal Case File Only

3. DOCUMENT REQUESTED ☐ Certified ☐ Not Certified

☐ Charging documents: Complaint/Information/Citation ☐ Disposition: Conviction/plea/waiver ☐ Sentencing Order ☐ Entire File

☐ Minute Order dated: _____ ☐ Judgment/Dissolution ☐ Custody/Support Order ☐ Other: _____

☐ Audio Recording - Date: _____ Dept: _____

4. DELIVERY ☐ Call when available ☐ View Only ☐ Mail (must provide self-addressed stamped envelope) ☐ Email (Not Certified only)

COURT USE ONLY

☐ Search \$15 ☐ Certification \$40

☐ Authentication \$15 ☐ Exemplification \$50

☐ Copy Fee: \$0.50 x _____ pages = \$ _____

☐ Audio Recording \$11 ☐ Certification of Judgment of Dissolution of Marriage \$15

Total Balance Due: _____

Records search requests will not be processed over the telephone. Search requests must be submitted in person, via email or in writing. Ventura Superior Court Records Department is available for in person requests by appointment only. You may schedule an appointment at <https://calendly.com/vcscreservations>. If sending a request via mail, include a self-addressed stamped envelope. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business day (excluding holidays). Contact the Juvenile Courthouse at 805-289-8820 for Adoption, Juvenile, Probate, Conservatorship and Guardianship records requests. Do not use this form.

Mail requests to:

Ventura County Superior Court
Attn: Records Department, Room #218
800 S. Victoria Ave
Ventura, CA 93009

Email requests to: RecordsCorrespondence@ventura.courts.ca.gov

If paying by check, make payable to "Ventura County Superior Court".