

# VENTURA SUPERIOR COURT

## CIVIL SELF-HELP CENTERS



**VENTURA LOCATION - (Monday - Friday)**  
**SELF-HELP LEGAL ACCESS CENTER, HALL OF JUSTICE**  
800 South Victoria Avenue, Room 106, Ventura, CA 93009

**OXNARD LOCATION - Mondays & Wednesdays (all day) / Friday mornings**  
**FAMILY RESOURCE CENTER, JUVENILE PROBATE COURTHOUSE**  
4353 E Vineyard Ave., Room 206, Oxnard CA 93036

### SELF-HELP SERVICES (Appointments Required)

#### E-MAIL

If you have questions about court forms or processes, please email us at  
[SHLAC.workshop@ventura.courts.ca.gov](mailto:SHLAC.workshop@ventura.courts.ca.gov)

#### SELF-HELP CALL CENTER – Civil: (805) 289-8812

The Call Center hours are 1:30 pm – 3:30 pm  
Monday through Friday (except Court holidays).

#### WEBINARS

Webinars are available on certain subjects to answer your questions, inform you about the law and help fill out the forms. To register for a webinar visit:

[www.calendly.com/vcselfhelpcenter](http://www.calendly.com/vcselfhelpcenter)

#### PHONE OR ZOOM APPOINTMENT

To set an appointment go to

[www.calendly.com/vcscreservations](http://www.calendly.com/vcscreservations)

or scan the QR Code and select:



**Civil Self Help (Ventura) (Monday - Friday)**

**OR**

**Civil Self Help (Oxnard)**

**(Mondays & Wednesdays (all day) / Friday mornings)**

**PLEASE BE CAREFUL to set your appointment with the correct department (CIVIL SELF HELP) on the correct day and time. Also please provide an accurate phone number and e-mail address to contact you.**

### PLEASE READ CAREFULLY BEFORE YOUR APPOINTMENT

#### WHAT SHOULD I HAVE AVAILABLE?

- Your government issued identification
- Full names, birth dates, and information of the parties and minor children involved
- Case number
- Pens (black or blue)
- If needed, reading glasses
- Any documents related to your case

#### CASE-TYPES SHLAC HELPS WITH:

- Eviction ▪ Expungement (*NOT felonies*)
- Conservatorships and Guardianship—*Person ONLY*
- Step-Parent (initial forms only) ▪ Adult Adoption
- Civil Harassment & Elder Abuse Restraining Orders
- Collection Defense ▪ Judgment Enforcement
- Name Change ▪ Name & Gender Change

#### CAN I FILE WITH THE CLERK ON THE SAME DAY?

You must have a reservation for the clerk's office to file any forms. IF your forms are complete and ready to file, you can make the reservation at

[www.calendly.com/vcscreservations](http://www.calendly.com/vcscreservations) for:

- Civil Clerk's Office – Civil forms (including evictions)
- Family Law Clerk's Office – Family Law and ALL restraining order forms
- Juvenile/Probate Court – Guardianship and Conservatorship forms

There is no guarantee that a same day reservation will be available. Please expect to make a reservation for the Clerk's office for another day and/or another time to file your forms.

#### THE COURT REQUIRES THAT YOU FOLLOW COVID-19 GUIDELINES:

- Wear a face mask over your nose and mouth at all times in public areas of the courthouse
- Cough or sneeze into your elbow

**IF YOU ARE SICK OR COVID-19 POSITIVE—DO NOT COME IN AS SERVICES WILL NOT BE PROVIDED**

Information is subject to change. The most current information can be found at [www.ventura.courts.ca.gov/self-help.html](http://www.ventura.courts.ca.gov/self-help.html)