

## What If I Don't Go?

If you do not appear, there will be no one there to present evidence to the court on your behalf; and no one will be able to argue your case for you. The DCSS encourages all parties to attend court and actively participate in their cases.

If you are on aid, you are required to be present in court as a condition of receiving aid. Failure to attend a hearing could result in a reduction of your aid.

The Department of Child Support Services does not represent either parent. No one else can appear for you, or represent your interests, except you or your attorney.

You may request a telephonic hearing through Court Call. You can contact Court Call at 888-882-6878 or [www.courtcall.com](http://www.courtcall.com). Please note that there are time requirements and other restrictions for setting up Court Call.

If you have been served with a subpoena by a party other than DCSS, you should contact the issuer of that subpoena for any questions you may have.

For additional information about the Ventura Superior Court please visit their website: [www.ventura.courts.ca.gov](http://www.ventura.courts.ca.gov)



To view this information online



[bit.ly/VCCSCourt](http://bit.ly/VCCSCourt)



Ventura County  
Department of Child Support Services  
5171 Verdugo Way  
Camarillo, CA 93012  
Toll Free: 1-866-901-3212

Customer Connect:  
[www.childsup-connect.ca.gov](http://www.childsup-connect.ca.gov)



Going to Court  
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Ventura County  
Department of Child Support Services

## Going to Court



## What You Should Know

## Coming to Court

- Carefully review the paperwork you received. Call our office at **866-901-3212**, if you have questions.
- Complete all forms prior to court and bring all documents requested.
- You may bring additional documents you want to show the commissioner.
- Sometimes court lasts all day. Be prepared to stay the entire day.
- There is airport-type security at the courthouse. Do not bring any items that could be considered dangerous as they will be confiscated.
- Dress appropriately. The Department of Child Support Services recommends business attire.
- There will be a Spanish language interpreter in court to help you if you would like assistance.

## Children

- Children are not allowed in the courtroom.
- It is best not to bring children unless they are needed for mediation.
- There is a children's waiting room for children that are at least 2 ½ years old and toilet trained.
- The waiting room has limited capacity. Arrive early, as space is limited.
- Children who are sick are not allowed.
- You can contact the waiting room at: 805-654-2963 for more information.

## What to Expect

- The Court will start the day with the Calendar Call. This is a "roll call" to find out who is present.
- If you are late, you may miss the roll call. If you miss roll call, your case may be resolved before you arrive or your hearing could be canceled.
- After roll call there will be a court recess.
- During the recess, the attorneys from our Department will talk to each party privately to discuss the case.
- If the parties reach an agreement, our office will prepare a Stipulation. Once all parties sign the Stipulation, you will be dismissed and no hearing will be needed.
- If the parties cannot reach an agreement, there will be a hearing.

## During Your Hearing

- Each party will have a chance to speak to the commissioner.
- Speak only to the commissioner during the hearing.
- Do not direct any conversation toward the other party.
- Act professionally and be polite.
- Do not interrupt anyone while they are speaking.
- If you are unsure of something, you may ask the commissioner to clarify it for you.

## After the Hearing

- After the hearing, you will be dismissed.
- There will be a Child Support Professional in court, who can answer your questions.

- The Child Support Professional will explain how to make a payment, enforcement, and provide general information about our services.
- They can accept payments by check or cash and provide you with a receipt.
- You will receive a copy of the order by mail in about two weeks.

## Getting To Court:

- Refer to the map below for the location of the **Hall of Justice** (courthouse).
- From the 101 or 126 freeway, exit Victoria Ave.
- Arrive early to allow for the time to get through security.
- For the easiest access to the court, park in Lot A, B or C.
- **Do not park in restricted or time limited lots. You will receive a ticket**

