

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

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

PHONE OR ZOOM APPOINTMENT

To set an appointment go to

www.calendly.com/vcscreservations

or scan the QR Code and select:



Self-Help Legal Access Center (Civil Self Help)
(Monday - Friday)

OR

Family Resource Center (Civil Self Help)
(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 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