

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

East County Courthouse
3855-F Alamo Street
Simi Valley, CA 93063-2110

Michael D. Planet
Executive Officer/Clerk
And Jury Commissioner

Enclosed you will find the necessary forms for filing a small claims action. Please read the "Information For the Small Claims Plaintiff" thoroughly. Before completing the form, read the following instructions:

1. The filing fee must be mailed with the claim in the form of check or money order payable to the Ventura County Superior Court. If you are paying by check and filing numerous claims, you must write a separate check for every three claims filed. The filing fees are as follows:
 - \$30.00 – If you are filing a claim for \$1,500 or less;
 - \$50.00 – If you are filing a claim for more than \$1,500 but less than or equal to \$5,000.
 - \$75.00 – If you are filing a claim for more than \$5,000 but less than or equal to \$10,000 (a claim in this category can only be filed by a natural person);
 - \$100.00 - If you have filed more than 12 claims in the preceding 12 calendar months.
2. The forms may be typed or legibly hand printed in dark blue or black ink.
3. The plaintiff must sign the "Plaintiff's Claim and Order to Go to Small Claims Court" form. If there is more than one plaintiff, all plaintiffs must sign the form.
4. There is a \$15.00 fee for each defendant to be served by certified mail, in addition to your filing fee if you choose this type of service. The clerk must mail the claim to the Defendant. **Do not mail the claim yourself.**
5. As per the attached "Information For the Small Claims Plaintiff", you may have service made by Certified Mail, Marshall, Sheriff, Registered Process Server, or any person over the age of 18 and not named on the case. If you choose a Marshall or Sheriff, you should contact the office closest to where the defendant resides. **Do not include Marshall or Sheriff fees with the filing fee.** If you are suing a business and elect to have them served by certified mail, you should include the name of an agent authorized to receive legal documents for the business. Please refer to SC-104C "How to Serve a Business". You must file the completed proof of service form (SC-104) a minimum of five (5) days before your trial or your case will not be heard.
6. Return the completed forms to the court. Along with the original form, you must submit enough copies for each plaintiff and defendant in the case. Be sure to include copies of all five pages of the claim form. The clerk will assign a case number and a hearing date and will return a copy of the claim(s) to you. If you do not include the \$15.00 certified mail fee for each defendant, copies of the claim(s) will be returned to you for service on the defendant(s). The responsibility for service other than by certified mail is yours. Please refer to Number 5 above. **Include a self-addressed stamped envelope with your claim.**