

**SELF-HELP LEGAL ACCESS CENTER (SHLAC)
& FAMILY RESOURCE CENTER SCHEDULE**
New location starting May 5, 2015

WHAT type of cases can SHLAC help me with?

- Unlawful detainers, collection defense, guardianships & conservatorship, civil harassment restraining orders, name changes, step-parent & adult adoptions, & expungements (Misdemeanors & Infractions).
- The SHLAC is **NOT** able to assist with all types of civil cases, including: initiating civil law suits, small claims, probate & trusts issues, criminal cases, writs of mandate and appeals.

HOW can SHLAC help me?

- The SHLAC provides **informational assistance** about: your legal options, what forms you may need, and what court procedures to follow. Staff can review and make limited copies of your forms for filing.
- You are responsible for filling out and filing your own forms, deciding what information to include on your forms and, the overall management of your case. SHLAC staff does **NOT** offer you legal advice or opinion, nor help with case strategy, and is not responsible for the outcome of the case. Staff cannot provide you with everything you may need to know about your case.
- The SHLAC assists people on a first come, first-served basis. Due to the high demand for services, the Center often reaches capacity before the end the day. It is best to arrive as early as possible and not wait until your last day to file your documents. The SHLAC is closed on court holidays and subject to close with no prior notice.

WHO can SHLAC help?

- SHLAC staff assists self-represented litigants. If you are currently represented by an attorney, we are unable to help you. Staff can only provide assistance to parties in a case.

WHERE is the SHLAC? You may obtain assistance at the following locations:
(Call 805.289.8724 for recorded information)

Courthouse:	Day:	Time:	Services available:
Ventura – Hall of Justice 800 S. Victoria Ave. Ventura, CA 93009 1st Floor, Room 106	Monday - Friday	<u>Intake Hours</u> 8:00 – 11:30 AM 1:30 – 3:00 PM	Walk-in assistance for civil matters listed above
Family Resource Center Juvenile & Probate Court 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2nd Floor, Room 206	Tuesday	<u>Intake Hours</u> 8:00 – 11:30 AM 1:30 – 3:00 PM	Walk-in assistance for civil matters listed above
Family Resource Center Juvenile & Probate Court 4353 Vineyard Ave. Oxnard (El Rio), CA 93036 2nd Floor, Room 206	Wednesday	8:30 AM – class starts promptly 1:30 -3:00 PM	How to start a Guardianship – Workshop Walk-in assistance for Guardianship & Conservatorship