

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF VENTURA
VENDOR CLAIM PACKET CHECK LIST**

Following is a check list to assist you with your submission of claims for payment.

1. Completed Court-Appointed Claim form
2. Original receipts and proof for any court-approved activity.
3. Court order describing the person or firm appointed to the case.
4. Itemized Invoice indicating the number of service hours, dates and services provided.
5. Original signature on the Court-Appointed Claim form should be in **BLUE INK**.
6. Please provide a phone number and an email address where you can be reached if there are questions.
7. Mail the Claim Packet (Court-Appointed Claim, Court Order and Vendor Invoice with original receipts to:

Superior Court of California
County of Ventura
Attn: Fiscal Services
P.O. Box 6489
Ventura, CA 93006-6489

8. The Claim Packet may also be hand-delivered to:

Superior Court of California
County of Ventura
Attn: Fiscal Services, Room 212
800 South Victoria Avenue
Ventura, CA 93009

9. Claim Packets will be processed and approved by the Court within ten (10) days of receipt. The Court will contact you if there is any additional information needed prior to approval. If you have questions for Fiscal Services, please contact Mary Hardin at 805-677-8763. Her email address is mary.hardin@ventura.courts.ca.gov.
10. The Court will immediately forward all approved Claim Packets to the County for final payment. Claims will typically be paid within forty-five (45) days of receipt. If you have questions about unpaid claims which have exceeded this timeframe, please contact the Ventura County Auditor-Controller's Office.