



Superior Court of California
County of Ventura
June 20, 2016

**NOTICE OF PUBLIC ACCESS TO
SCANNED CIVIL UNLIMITED COMPLAINTS**

In furtherance of its long-standing policy of providing timely access to court records, the Superior Court of California, County of Ventura provides electronic copies of all new civil unlimited complaints, prior to processing and filing by the Court. Pursuant to our prior policy, effective June 2014, exhibits and attachments to complaints were available upon request at the clerk's office. Effective June 20, 2016, exhibits and attachments to complaints will be included in the scanned electronic copies. These electronic copies can be viewed free of charge on the public computer terminals in the public lobby of the Records Department during regular business hours. Each scan will remain available for review for ten (10) days.

The procedures outlined above do not apply to new complaints that are confidential as a matter of law. Similarly, the procedures outlined above do not apply to new complaints that are lodged or filed with the Superior Court pursuant to a motion or application that the complaint be filed under seal. Access to these complaints shall be governed by *California Rules of Court* 2.550 and 2.551.

Scanned complaints do not constitute official records of the Court. The Court may ultimately reject for filing any complaint that does not meet the applicable standards of the *California Rules of Court*. Complaints become official records of the Court only after they are assigned a case number, stamped "filed" and placed in a file folder.

Members of the public may review official court files at the Records Department's public counter upon request. Paper copies of the contents of these files may be obtained at the cost of fifty (.50) cents per page.