



Superior Court of California

COUNTY OF VENTURA
Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

Michael D. Planet
*Executive Officer/Clerk
and Jury Commissioner*

May 2, 2017

**Notice of Government Code Section 70633(b)
Authorization to Charge for Copy and Certification Fees**

Historically, it has been the Court's policy to waive the costs of copy and certification fees for criminal court records requested by government agencies. Due to the ongoing impact of budget reductions, the Court has determined that it will no longer provide copies and certifications of court records at no charge. *Government Code* 70633(b) provides authority for courts to charge government agencies for certifications and copies of all criminal records. A number of courts have implemented policies in accordance with this provision.

Effective July 3, 2017, please be advised that the Court will charge government agencies copy and certification fees for criminal court records. In addition to the payment of fees, the Court will also require each agency to include a self-addressed stamped envelope with proper postage for the return of the completed work. Stamped envelopes will be available for sale to agencies requesting copies via telephone or email.

Fees are as follows:

- Copy Fees - \$.50 per printed page, pursuant to *Government Code* section 70627(a)
- Certification Fees - \$25.00 per document, pursuant to *Government Code* section 70626(a)(4)
- Pre-stamped envelopes up to six pages - \$1.00
- Large-sized envelopes up to 78 pages - \$3.90

Mail requests to:

Ventura County Superior Court
Attn: Records Department
P.O. Box 6489
Ventura, CA 93006-6489

Email requests to:

recordscorrespondence@ventura.courts.ca.gov

Please contact Kelly O'Dell, manager of the Records Department, at (805) 289-8674 if you have any questions.

Cheryl Kanatzar, Deputy Executive Officer
P.O. Box 6489
Ventura, CA 93006-6489