

Chambers of
The Superior Court
Patricia M. Murphy
Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

Dispute Settlement

Although court processes are available to you and you have every right to use them, the judges of the Superior Court of California, County of Ventura, want you to know about two alternatives. The Ventura Center for Dispute Settlement (VCDS) is an independent, nonprofit organization which will, if you ask, try to help resolve disputes through conciliation and mediation by telephone and in person. The Consumer Mediation Unit of the Ventura County District Attorney's office specializes in helping to resolve consumer and business-related disputes through conciliation and mediation by telephone and written correspondence. Cases are handled in confidence by neutral third parties. We urge you to explore these options now, well before your court date.

If you choose to use the services of either VCDS or the Consumer Mediation Unit but are unable to come to an agreement, you do not forfeit any of the rights you now have. If you do not resolve the matter, a judge will hear your case.

If both parties agree to use either VCDS or the Consumer Mediation Unit, the court will postpone your hearing date for up to 30 days. The Mediation service you have chosen will notify the court and we will in turn send you a new court date, if that is still necessary.

Thank you for considering these alternatives. If you choose to take advantage of them, you will have done an enormous service by assisting this court with its efforts to reduce delay and to keep costs of court services affordable for all.

Patricia M. Murphy
Presiding Judge

For an appointment, contact:

Ventura Center For
Dispute Settlement (VCDS)
4001 Mission Oaks Blvd. Suite L
Camarillo, CA 93012
(805) 384-1313

Consumer Mediation Unit
District Attorney's Office
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-3110

PROPOSED DELETE

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number	FOR COURT USE ONLY
BAR NUMBER: ATTORNEY FOR (Name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA Case <input type="checkbox"/> Limited Civil	
<input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
ORDER (GENERAL CIVIL)	CASE NUMBER:

The application motion of plaintiff/petitioner defendant/respondent for:

_____ came on regularly for hearing by the court on _____ at approximately _____ a.m. p.m., in courtroom _____, the Honorable _____, Judge presiding. was heard by the Honorable (name of Judicial Officer): _____, on (date): _____ at _____ am/pm in Courtroom _____.

Plaintiff/Petitioner, _____

- appeared in pro per
- appeared through _____ attorney of record
- did not appear

~~Defendant~~ Defendant /Respondent, _____

- appeared in pro per
- appeared through _____ attorney of record
- did not appear

~~Defendant~~ Defendant/Respondent, _____

- appeared in pro per
- appeared through _____ attorney of record
- did not appear

~~Defendant/Respondent~~, _____

- ~~appeared in pro per~~
- ~~appeared through _____ attorney of record~~
- ~~did not appear~~

~~On proof made to the satisfaction of the court, and good cause appearing:~~ The court, having considered documents on file herein and oral arguments, makes the following Orders.

IT IS ORDERED that:

ORDER (GENERAL CIVIL)

Short Title	Case Number
-------------	-------------

~~IT IS FURTHER ORDERED that:~~

~~IT IS FURTHER ORDERED that:~~

Dated: _____

continued on attachment

Date: _____

Judicial Officer of the Superior Court

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA
FAMILY COURT SERVICES INTAKE FORM
FOR CHILD CUSTODY RECOMMENDING COUNSELING
(Confidential – For Court Use Only)

This form must be completed by all parties prior to the start of the Child Custody Recommending Counseling (CCRC) session. All files and records in Family Court Services are confidential, unless a mandated report is necessary (e.g. suspected child abuse or threats to harm yourself or others).

Your Name: _____ Case Number: _____

Do you have an attorney? Yes No Attorney Name: _____

Do you need an interpreter for your CCRC/mediation session? Yes No Language: _____

DOMESTIC VIOLENCE & SAFETY CONCERNS

1. Have you ever experienced or witnessed any physical, emotional, or verbal abuse, threats, or controlling behavior from the other parent? Yes No
2. Has the other parent or any other individual involved in this case ever:
- a) Threatened to harm or kill you, your children or themselves? Yes No
 - b) Used or threatened to use a weapon against you? Yes No
 - c) Tried to choke/strangle you? Yes No
 - d) Become more aggressive or violent recently? Yes No
 - e) Followed, harassed, or stalked you in person or online? Yes No
 - f) Prevented you from leaving, calling for help, or seeking medical care? Yes No
 - g) Threatened or tried to commit suicide? Yes No
 - h) Used alcohol or drugs in a way that makes them more violent or unpredictable? Yes No
3. Have your children witnessed or been affected by domestic violence or any of the behaviors listed above? Yes No
4. Has a member of your household ever been involved in domestic violence? Yes No
5. **Restraining Orders:**
- a) Are there currently, or has there ever been, any restraining orders (Domestic Violence Restraining Order, Civil Harassment Restraining Order, Elder Abuse/Dependent Adult Restraining Order, Criminal Protective Order, Emergency Protective Order, etc.) involving you, the other parent, or the children? Yes No
 - b) Has the other parent or anyone involved in this case violated a restraining order or any court-ordered restrictions? Yes No
6. Have you or the other parent been arrested or convicted of any crimes related to domestic violence, substance abuse, or child abuse? Yes No

Family Code Section 3181(b) states

"If a party alleging domestic violence in a written declaration under penalty of perjury or a party protected by a protective order so requests, the mediator will meet with the parties separately and at separate times."

7. Are you requesting separate CCRC/mediation sessions? Yes No

Family Code Section 6303(c) states:

"If a court has issued a protective order, a support person shall be permitted to accompany a party protected by the order during any mediation orientation or mediation session, including separate mediation sessions."

The mediator may exclude the support person from a mediation session if the person participates in the mediation, acts as an advocate, or the presence of the support person is disruptive to the process.

The support person is bound by the confidentiality of the mediation.

8. Do you intend to bring a support person with you to mediation? Yes No
Name of support person: _____

FIREARMS & WEAPON-RELATED SAFETY CONCERNS

9. Does the other parent or anyone involved in this case own, possess, or have access to any firearms, ammunition or other weapons? Yes No
 Unsure
10. Has the other parent or anyone involved in this case ever threatened to use or actually used a firearm or any other weapon to intimidate, harm, or scare you or the children or anyone else? Yes No
11. Do you believe the other parent's access to firearms poses a current risk to you, your children, or others? Yes No

CHILD WELFARE & OTHER SAFETY ISSUES

12. Have you, the other parent, a member of your household, or the child ever had a referral, open case, or active case/investigation with the Department of Children and Family Services (DCFS) or Child Protective Services (CPS) or Adult Protective Services? Yes No
If yes, when? _____
13. **Guardianship Cases:** Is there a pending Guardianship case involving your child(ren)? Yes No
14. **Juvenile Court Cases (Dependency):** Is there an open or past Juvenile Court (Dependency) case involving your child(ren)? Yes No

CUSTODY & VISITATION HISTORY

15. **Mediation Orientation:** Have you completed the online orientation program? Yes No If yes, date completed: _____
16. **Previous Mediation:** Have you previously participated in CCRC/mediation with the other parent in this case? Yes No
17. **Relocation Information:** Have you or the other parent recently moved or planning to move out of Ventura County or California? Yes No
18. **Child Custody Evaluation:** Have you previously participated in a child custody evaluation? Yes No If yes, when? _____

By signing below, I acknowledge that the information provided is true and correct to the best of my knowledge.

Signature: _____

Date: _____

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) _____ Telephone Number _____	FOR COURT USE ONLY VN164 (02/2025)
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009	
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT	
STIPULATION <u>AND [PROPOSED] ORDER TO USE OF ALTERNATIVE DISPUTE RESOLUTION PROCESS</u>	CASE NUMBER: _____

The parties and/or their attorneys stipulate that the ~~claim(s)~~ claims in this action shall ~~proceed~~ be subject to the following ~~alternative dispute resolution~~ Alternative Dispute Resolution (ADR) process:

- ~~Private Mediation~~
- ~~Mandatory Early Settlement Conference~~
- ~~Binding Arbitration~~
- ~~Volunteer Mediation~~ _____
- ~~Assignment to Private Judge~~
- ~~Non-Binding Arbitration~~
- Other (specify): _____

It is further stipulated that the ~~deadline~~ for selection of a neutral and completion of the ADR process is: _____

_____	_____
Plaintiff (print)	Defendant (print)
_____	_____
Signature of Plaintiff	Signature of Defendant
_____	_____
Plaintiff's Attorney (print)	Defendant's Attorney (print)
_____	_____
Attorney's Signature	Attorney's Signature

Dated: _____ Dated: _____

- Court-Ordered Civil Mediation Program
- Mandatory Settlement Conference
- Private Mediation
- Assignment to Private Judge

Binding Arbitration

Non-Binding Arbitration

Other (specify): _____

NOTE: This form must be signed by all parties or their counsel.

(Printed Name of Plaintiff or Plaintiff's Attorney)

(Printed Name of Defendant or Defendant's Attorney)

(Signature of Plaintiff or Plaintiff's Attorney)

(Signature of Defendant or Defendant's Attorney)

Dated: _____

Dated: _____

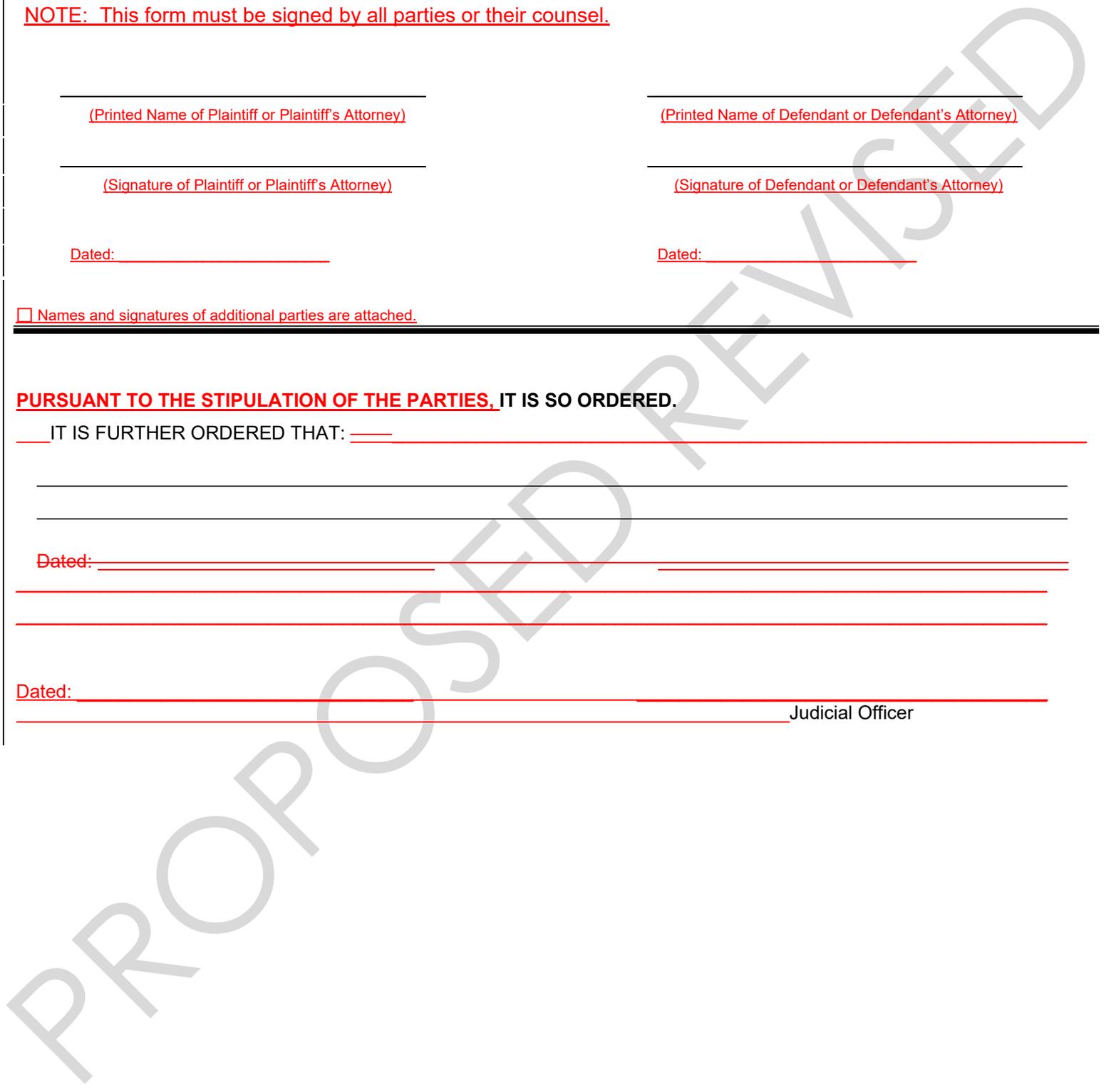
Names and signatures of additional parties are attached.

PURSUANT TO THE STIPULATION OF THE PARTIES, IT IS SO ORDERED.

IT IS FURTHER ORDERED THAT: _____

Dated: _____

Dated: _____
_____ Judicial Officer



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number E-MAIL ADDRESS ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009	
PETITIONER: RESPONDENT:	
<p style="text-align: center;"><u>CONSENT FOR COURT ASSIGNMENT STIPULATION FOR COURT COMMISSIONER TO ACT AS TEMPORARY JUDGE FOR ALL PURPOSES (FAMILY LAW)</u></p>	CASE NUMBER:

~~I~~The undersigned hereby consents that the cause titled and numbered above may be tried by _____, Court Commissioner of the Ventura County Superior Court, as temporary judge, in accordance with Article 6, ~~Section~~ §§21 and 22 of the Constitution of the State of California and Code of Civil Procedure §259, subdivision (d)a.

It is understood by the undersigned that by order of the Presiding Judge of the Ventura County Superior Court, the Commissioner _____ has been appointed to act as temporary judge to try the above referenced case, hear and decide all motions and make any orders including sentencing connected with this case. It is understood that the Commissioner _____, has been appointed to try the case referred ~~to,~~ and to and has taken the necessary oath of office to try the case as temporary judge.

Dated: _____

Signature of litigant or attorney

**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF VENTURA**

ALTERNATIVE DISPUTE RESOLUTION (ADR) INFORMATION

Most civil disputes are resolved without filing a lawsuit, and most civil lawsuits are resolved without a trial. The courts, community organizations, and private providers offer a variety of Alternative Dispute Resolution (ADR) processes to help people resolve disputes without a trial. Many courts encourage or require parties to try ADR before trial, and it may be beneficial to do this early in the case.

Below is some information about the potential advantages and disadvantages of ADR, the most common types of ADR, and how to find a local ADR program or neutral. You can read more information about these ADR processes and watch videos that demonstrate them at www.courtinfo.ca.gov/programs/adr/types.htm. A form for agreeing to use ADR is attached.

Potential Advantages and Disadvantages

ADR may have a variety of advantages or disadvantages over a trial, depending on the type of ADR process used and the particular case:

Potential Advantages

- Saves time
- Saves money
- Gives parties more control over the dispute resolution process and outcome
- Preserves or improves relationships

Potential Disadvantages

- May take more time and money if ADR does not resolve the dispute
- Procedures to learn about the other side's case (discovery), jury trial, appeal, and other court protections may be limited or unavailable

Most Common Types of ADR

Mediation – A neutral person called a “mediator” helps the parties communicate in an effective and constructive manner so they can try to settle their dispute. The mediator does not decide the outcome, but helps the parties to do so. Mediation is usually confidential, and may be particularly useful when parties want or need to have an ongoing relationship, such as in disputes between family members, neighbors, co-workers, or business partners.

Settlement Conferences – A judge or another neutral person called a “settlement officer” helps the parties to understand the strengths and weaknesses of their case and to discuss settlement. The judge or settlement officer does not make a decision in the case but helps the parties to negotiate a settlement. Settlement conferences may be particularly helpful when the parties have very different ideas about the likely outcome of a trial and would like an experienced neutral to help guide them toward a resolution.

Arbitration – The parties present evidence and arguments to a neutral person called an “arbitrator” who then decides the outcome of the dispute. Arbitration is less formal than a trial, and the rules of evidence are usually relaxed. If the parties agree to *binding arbitration*, they waive their right to a trial and agree to accept the arbitrator's decision as final. With *nonbinding arbitration*, any party may reject the arbitrator's decision and request a trial. Arbitration may be appropriate when the parties want another person to decide the outcome of their dispute but would like to avoid the formality, time, and expense of a trial, or want an expert in the subject matter of the dispute to make a decision.

Local ADR Programs for Civil Cases

Mediation – The Ventura Superior Court has maintained a mediation program since April 1, 1993. Its goals are to speed resolution of cases by bringing the parties together before they have made a major economic and emotional investment in litigation, and to increase awareness of this effective method of alternative dispute resolution.

Mediators need not be attorneys, but must have 25 hours of formal mediation training by a recognized mediation training/education provider. Mediator duties include a brief review/preparation time and three hours of hearing time on a pro bono basis and pursuant to such rules as may be designated for mediators by the Ventura Superior Court.

Party Pay Mediation Panel – The court has a second mediation panel where mediators are paid by the parties rather than offering their services pro bono. Mediators on the “party pay” panel must have completed 25 hours of formal mediation training and have participated as mediator a minimum of 25 court assigned mediations with a minimum hearing time of two hours each from any California Superior Court. All mediators on the “party pay” panel will provide three hours of mediation services per case at the rate of \$150 per hour to be shared equally by all participating parties.

Arbitration – Arbitration is normally an informal process in which a neutral person (the arbitrator) decides the dispute after hearing the evidence and arguments of the parties. The parties can agree to binding or nonbinding arbitration. Binding arbitration is designed to give each side a resolution of their dispute when they cannot agree between themselves or with a mediator. If the arbitration is nonbinding, any party can reject the arbitrator’s decision and request a trial.

Mandatory Early Settlement Conference – The MESC program was implemented through joint efforts of the Superior Court and the Ventura County Bar Association working primarily through the Bench/Bar Subcommittee. Cases that are appropriate for the program are identified and referred to a settlement officer to conduct a settlement conference. The parties have the opportunity for a serious exchange of facts, theories, and evaluations at the earliest possible time with an impartial attorney volunteer conducting the conference. The basic difference between cases assigned to the MESC and Mediation programs is the nature of the case and the relief sought. If the injury or damage is compensable in money damages and there is no emotional component or “hidden agenda” on the part of one or more of the parties, as is frequently the case in mediation cases, then the case is sent to the MESC program. MESC may be appropriate when negotiations between the parties have not proven successful.

Settlement Conference – Settlement Conferences may be mandatory or voluntary. In general, if the settlement conference is mandatory, ordered by the judge, the parties to the dispute and their attorneys will meet with a judge who conducts conference aimed at negotiating an agreement to settle the dispute rather than doing through the formal trial process.

More Information about Court-Connected ADR: Visit the court’s webpage at www.ventura.courts.ca.gov.

Dispute Resolution Programs Act (DRPA) funded ADR Program - The following community dispute resolution programs are funded under DRPA (Bus. and Prof. Code 465 et seq.):

- Conflict Resolution Institute, 555 Airport Way, Ste. D, Camarillo CA 93010
805-384-1313
- Ventura County District Attorney’s Consumer Mediation Unit
805-654-3110

Private ADR – To find a private ADR program or neutral, search the internet, your local telephone or business directory, or legal newspaper for dispute resolution, mediation, settlement, or arbitration services.

Legal Representation and Advice – To participate effectively in ADR, it is generally important to understand your legal rights and responsibilities and the likely outcomes if you went to trial. ADR neutrals are not allowed to represent or to give legal advice to the participants in the ADR process. If you do not already have an attorney, the California State Bar or your local County Bar Association can assist you in finding an attorney. Information about obtaining free and low cost legal assistance is also available on the California Courts Website at www.courtinfo.ca.gov/selfhelp/lowcost.

<p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</p> <p><input type="checkbox"/> 800 SOUTH VICTORIA AVE., VENTURA, CA 93009</p> <p><input type="checkbox"/> 3855 – F ALAMO ST., SIMI VALLEY, CA 93063-2210</p> <p><input type="checkbox"/> 4353 VINEYARD AVE., OXNARD, CA 93036</p> <p>INTERPRETING SERVICES, 805-289-8799 VCSCInterpreting@ventura.courts.ca.gov</p>	<p>FOR COURT USE ONLY</p>
<p>REQUEST FOR INTERPRETER</p>	<p>CASE NUMBER:</p>

Fill out this form and submit it at least two (2) court days before your hearing for Spanish ~~or Mixteco~~ and ten (10) court days before your hearing for all other languages (including ASL).

Return this form to the clerk in one of the following offices as soon as possible:
 Civil & Small Claims/Unlawful Detainer – Room 210, Ventura Courthouse Family Law – Room 208, Ventura Courthouse
 Juvenile/Probate – Room 122, Oxnard (Juvenile) Courthouse

All requests are evaluated in accordance with the priorities as set forth in Evidence Code §756.

Contact Information of Person(s) Needing an Interpreter

- 1. Name(s): _____
- 2. Phone number: _____
- 3. E-mail: _____
- 4. Language needed: Spanish Mixteco ASL (American Sign Language) Mandarin
 Other: _____

Court Hearing or Event

- 5. Date: _____ Time: _____ Department: _____
 Family Law Civil Small Claims Probate Unlawful Detainer

I agree that if an interpreter is no longer needed, I will immediately notify the interpreters' office. I understand that pursuant to Local Rule 20.04, if I do not provide at least 24 hours' notice of cancellation, I may be ordered to reimburse the Court for the interpreter's costs and fees.

Name of Person Making this Request

6. _____

(First Name)

(Last Name)

Date: _____

Optional Form
VN250 (Rev.
07/253)

REQUEST FOR INTERPRETER

Page 1 of 1

PROPOSED REVISED

ATTORNEY OR PARTY WITHOUT ATTORNEY SELF-REPRESENTED	TELEPHONE NUMBER:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA Juvenile and Probate Courthouse 4353 Vineyard Avenue, Oxnard, CA, 93036		CASE NUMBER:
CONSERVATORSHIP OF THE PERSON OF <input type="checkbox"/> AND ESTATE OF: (Name):		
NOTICE OF FILING <input type="checkbox"/> DETERMINATION OF CONSERVATEE'S APPROPRIATE LEVEL OF CARE <input type="checkbox"/> CONSERVATORSHIP STATUS REPORT <input type="checkbox"/> CONSERVATORSHIP CARE PLAN Probate Code§1460; Ventura Superior Court Local Rule 10.02.I & J		

NOTICE IS HEREBY GIVEN that

(Name(s)): _____; _____, Conservator(s) in this case

filed the following forms on (date): _____:

- Determination of Conservatee's Appropriate Level of Care (GC-355)
- Conservatorship Status Report (VN233)
- Conservatorship Care Plan (VN233)

Date: _____

 Print Name of Conservator

 Signature of Conservator

 Print Name of Conservator

 Signature of Conservator

NOTICE OF FILING
DETERMINATION OF CONSERVATEE'S APPROPRIATE LEVEL OF CARE;
CONSERVATORSHIP STATUS REPORT; CONSERVATORSHIP CARE PLAN
 Probate Code§1460; Ventura Superior Court Local Rule 10.02.I & J

ATTORNEY OR PARTY WITHOUT ATTORNEY: †SELF-REPRESENTED	TELEPHONE NUMBER:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA Juvenile and Probate Courthouse 4353 Vineyard Avenue, Oxnard, CA, 93036		
CONSERVATORSHIP OF THE PERSON OF <input type="checkbox"/> AND ESTATE OF: (Name):		
CONSERVATEE		
PROOF OF SERVICE BY MAIL FOR NOTICE OF FILING CONSERVATORSHIP STATUS REPORT Probate Code § 1460 2351.2(a)(2)(A); Ventura Superior Court Local Rule 10.02.1 & J		CASE NUMBER:

PROOF OF SERVICE INSTRUCTIONS

After the conservator files the ~~Determination of Conservatee's Appropriate Level of Care (GC-355), Conservatorship Status Report (VN233), or Conservatorship Care Plan (VN233)~~ with the court, the conservator must ~~serve a copy give notice of the filing of those documents~~ pursuant to Probate Code §~~1460~~ 2351.2(a)(2)(A). The conservator shall ~~have serve~~ a copy of the ~~Notice of Filing Conservatorship Status Report~~ served on the following persons: (1) Attorney for the conservatee, (usually the Ventura County Public Defender's Office); (2) the conservatee; (3) Other conservators; (4) Spouse or Domestic Partner of the conservatee; and (5) ~~the conservatee's first degree relatives (parents and children). Any person who has filed a request for special notice. If you are a party in this case, you cannot serve the documents yourself. The person who serves the documents for you must be at least 18 years of age and not a party to this case. Have the person who serves the documents complete this Proof of Service form. Then~~ After the Conservatorship Status Report is mailed, ~~file~~ the Proof of Service form shall be filed with the court.

1. I am at least 18 years old. I am the appointed conservator of the conservatee named above, the conservator's attorney, or an employee of the conservator's attorney. I am a resident of or employed in the county where the mailing occurred. ~~and not a party to this action. I am a resident of or employed in the county where the mailing took place.~~
2. My residence or business address is (specify):
3. I served a copy of the ~~following documents~~ ~~Notice of Filing of the~~ ~~Determination of Conservatee's Appropriate Level of Care (GC-355)~~ ~~Conservatorship Status Report (VN233)~~ ~~Conservatorship Care Plan (VN233);~~ ~~Other:~~ _____
 by enclosing ~~them - it~~ in a sealed envelope addressed as shown with postage fully prepaid, AND (check one):
 - a. deposited the sealed envelope with the United States Postal Service.
 - b. placed the sealed envelope for collection and processing for mailing, following the business's usual practices, with which I am readily familiar. On the same day correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully paid.
4. a. Date mailed: _____ b. Place mailed (city, state): _____

CASE NAME:	CASE NUMBER:
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5. The Party or Parties served:

Name of Person Served:	Address Where it Was Mailed:

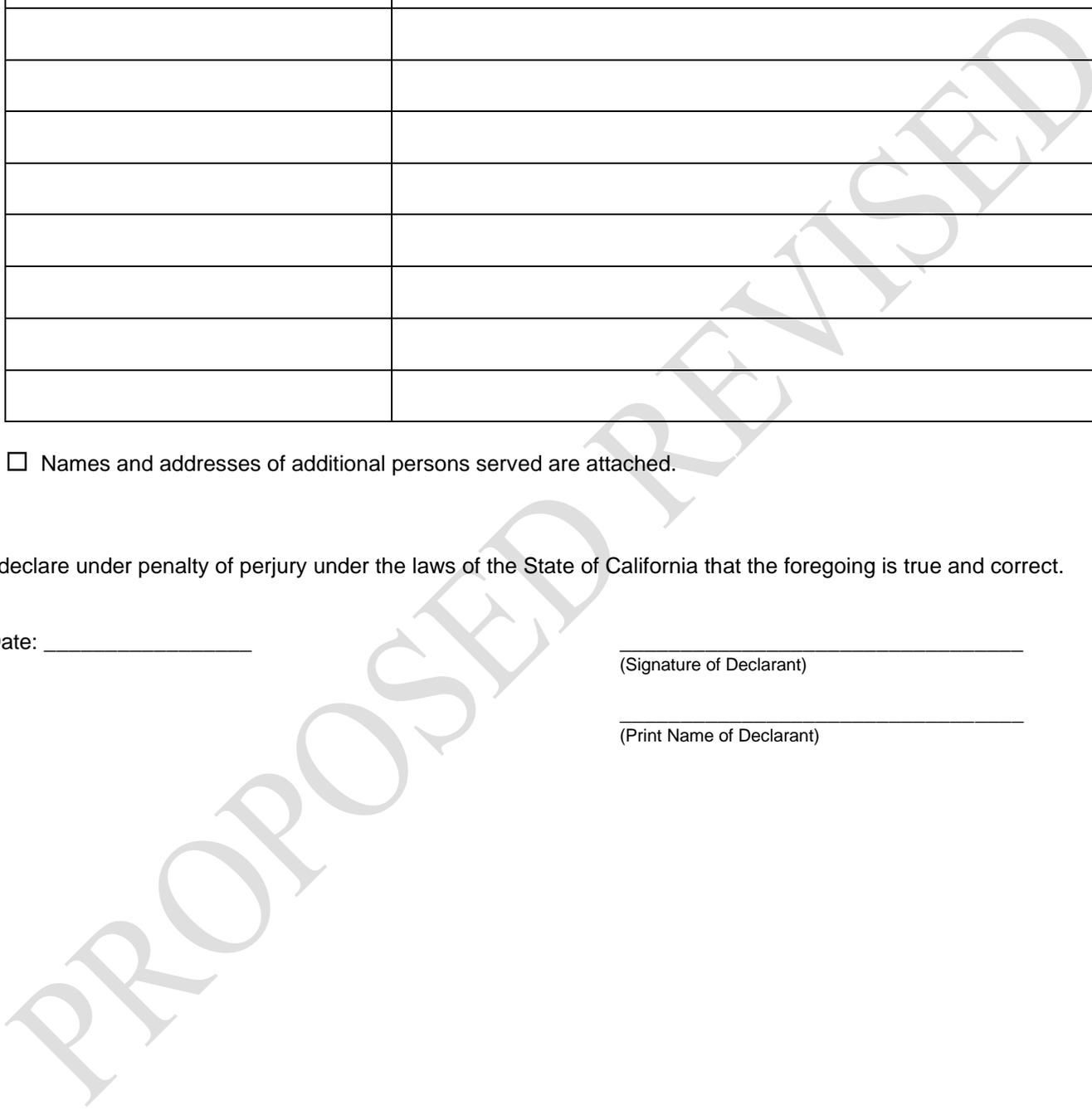
Names and addresses of additional persons served are attached.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(Signature of Declarant)

(Print Name of Declarant)



Can't Afford to Pay Fine: Traffic and Other Infractions

Using this form

- If you can't afford to pay your fine, fill out this form to ask for a lower fine, a payment plan, or more time to pay.
- You may use this form even if your fine has been sent to Collections. If you have more than one fine, use one form for each fine.
- Mail or take this form to the court listed on your ticket. If you want to submit the form electronically, go to **my citations.courts.ca.gov**.
- To request community service you must make a court appearance.



CONFIDENTIAL

Clerk stamps date here when form is filed.

Superior Court of California, County of Ventura
P.O. Box 6489
Ventura, CA 93006-6489

Types of fines

- Use this form for **traffic** fines (like speeding) or other infractions (like fishing without a license or drinking in public).
- This form is **not for parking tickets**. Read your parking ticket to find out what you can do.

Fill in the case number and ticket number (if you have it):

Case Number:

Ticket Number:

Important!

- **Do not** use this form to tell the court that you didn't do anything wrong. See the instructions on your ticket and visit www.courts.ca.gov/selfhelp.htm for more information on fighting the ticket.
- If you have a correction, refer to your courtesy notice for instructions. Mail or take your correction(s) to the court listed on your ticket before you submit your Ability to Pay form.

1 Your information

Name: _____ DOB: _____
First Middle Last

Address: _____ Telephone: _____
Street City State Zip

2 What type of income do you have?

- I get public benefits. (Check **all** that apply)
- | | |
|---|---|
| <input type="checkbox"/> Food stamps (CalFresh) | <input type="checkbox"/> State Supplementary Payment (SSP) County Relief/General Assistance |
| <input type="checkbox"/> Medi-Cal | <input type="checkbox"/> In-Home Supportive Services (IHSS) |
| <input type="checkbox"/> CalWORKs or Tribal TANF | <input type="checkbox"/> Cash Assistance Program for Immigrants (CAPI) |
| <input type="checkbox"/> Supplemental Security Income (SSI) | |
- Other need-based aid (specify): _____

I do **not** get public benefits, but I get money from other sources.

a. How much money do you earn (take-home pay) each month? Be sure to include income from your job and any other sources, including payments from people in your household (such as spouse or live-in partner).
\$ _____ monthly

b. How many people live in your household? _____

PROPOSED DELETE

Monthly Expenses

Please estimate what you pay each month for the following expenses:

I pay \$ _____ per month, for rent/mortgage.

- Utilities \$ _____
- Phone Bill \$ _____
- Food \$ _____
- Insurance \$ _____
- Clothing \$ _____

- Child/Spousal Support \$ _____
- Transportation \$ _____
- Other (please specify) \$ _____

3 Proof of Public Benefits, Income, or Expenses

Attach documents that support your request so the judicial officer can make the ability to pay determination. Examples: EBT card, paystubs, tax returns, rent or mortgage checks, utility bills.

a. Yes, I have attached **copies** to this form.

***Important!** Keep the original documents for your own records. Any copies you attach, can be destroyed, after the court makes a decision on your case. Cross out any social security numbers, or other private information, on the copy you give the court.*

b. No, I do not have any papers to show because:

4 Have you told the court before that you can't pay this fine?

No, not that I can remember (Skip to **5**)

Yes

What has changed in your life since then? (Check **all** that apply, if any.)

- Lost job or reduced hours at work.
- Started to receive public benefits.
- Suffered a serious illness or disability.
- Other: _____

5 What are you asking the court to do?

- Lower the amount I owe on the fine.
- Payment plan: I want to pay:
\$ _____ every month on the _____ day of the month, until this fine is paid off.
- More time to pay: Please change my due date to _____.
month/day/year

6 Make Your Plea

In order to submit your fine reduction request, you need to admit responsibility for the ticket by pleading **Guilty** or **No Contest**.

By pleading Guilty or No Contest, you will be giving up the following rights:

- To be represented by an attorney hired by you;
- To have a speedy and public trial in front of a judge;
- To testify, to present evidence, and to use court orders without cost to compel the attendance of witnesses and the production of evidence on your behalf;
- To have the witnesses against you testify under oath in court, and to question such witnesses;
- To remain silent and not testify and not incriminate yourself.

Make a choice between pleading Guilty or No Contest. A no contest plea is a way of saying, ‘I don’t believe I did all that the officer charges, but I admit violating the law.’

- Guilty Plea.** I have read, understand, and waive the rights above. I am entering my plea freely and voluntarily, and agree to plead guilty.
- No Contest Plea.** I have read, understand, and waive the rights above. I am entering my plea freely and voluntarily, and I agree to plead “no contest”. I understand that, for purposes of this case, a plea of no contest will be considered the same as a plea of guilty and that if I plead no contest the court will find me guilty.

If you do not want to admit responsibility or if you do not understand your rights, please contact the Court to set up an in-person court appearance.

7 Other information:

List other facts (if any) about why you can't pay the fine or about your choice in (5). *(You can add extra pages or attach other documents that help you explain)*

8 Driver's license "hold" or suspension

Did you miss a court date or fail to pay a fine? If so, the Department of Motor Vehicles (DMV) might have suspended or put a "hold" on your driver's license. If the court clears your failure to appear or failure to pay, the court can notify the DMV. You must still contact the DMV to get your license back.

9 Read and sign below

I promise that the information above is correct. I declare under penalty of perjury, under the laws of the State of California, that all information on or attached to this form is true.

Date: _____

Type or print your name

 _____
Sign your name

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA 800 SOUTH VICTORIA AVE. VENTURA, CA 93009	FOR COURT USE ONLY
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT	
NOTICE OF ASSIGNMENT OF MEDIATOR	CASE NUMBER:

The litigants in this case have been ordered to participate in Court-Ordered Civil Mediation. The plaintiff has failed to file the Stipulation to Mediator and Mediation Date form within 15 days of being ordered to mediation as required by Local Rule 3.24.

ACCORDINGLY, THE LITIGANTS HAVE BEEN ASSIGNED THE FOLLOWING MEDIATOR:

Name of Mediator: _____ Email: _____ Telephone No.: _____
--

Within fifteen (15) days:

1. The parties must meet and confer to discuss possible mediation dates and a schedule for completing any discovery needed for mediation.
2. The plaintiff shall contact the assigned mediator to: (1) provide party contact information; (2) exchange several possible dates/times for the mediation session as agreed by the parties; (3) determine the location for mediation session; and (4) provide the mediator with a copy of the minute order pursuant to which the parties were ordered to mediation, including the mediation completion deadline.
3. The plaintiff must file and serve the "Stipulation to Mediator and Mediation Date" form.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) ATTORNEY FOR (Name):	Telephone Number	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009		
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT		
<p style="text-align: center;">STIPULATION TO MEDIATOR AND MEDIATION DATE</p>		CASE NUMBER:

Within 15 days of being ordered to the Court-Ordered Civil Mediation Program, the parties and/or their attorneys must meet and confer and stipulate to a mediator. Parties who fail to stipulate to a mediator and file this form within 15 days will be assigned a mediator by the Court. (VCSC Local Rule 3.24.)

The litigants are participants in the Court-Ordered Civil Mediation Program. The litigants have met and conferred and by their signatures below, stipulate to the following mediator and mediation date:

Name of Mediator: _____

Mediation Date: _____ Mediation Time: _____ AM/PM

Location: _____

Court-Ordered Mediation Completion Date: _____

(Printed Name of Plaintiff or Plaintiff's Attorney)

(Printed Name of Defendant or Defendant's Attorney)

(Signature of Plaintiff or Plaintiff's Attorney)

(Signature of Defendant or Defendant's Attorney)

Dated: _____

Dated: _____

Names and signatures of additional parties are attached.

MEDIATOR (Name and Address) _____ Telephone Number _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009	
PLAINTIFF/PETITIONER _____ DEFENDANT/RESPONDENT _____	CASE NUMBER: _____
MEDIATOR'S NOTICE OF ACCEPTANCE OR RECUSAL	MEDIATION COMPLETION DATE: _____

This Notice must be served on the Court and all parties within ten (10) days of the "Notice of Assignment of Mediator" form.

TO THE COURT AND TO ALL PARTIES IN THIS MATTER:

A. ACCEPTANCE

I agree to serve as the mediator in this case and:

- The mediation has not yet been scheduled.
- The mediation has been set for:

Date: _____.

Time: _____.

Place: _____.

B. RECUSAL

- I decline to serve as a mediator in this case.

C. MEDIATION WILL NOT BE SCHEDULED

- The parties advise that the case has settled.
- Other: _____

Dated: _____

(Mediator's Signature)