



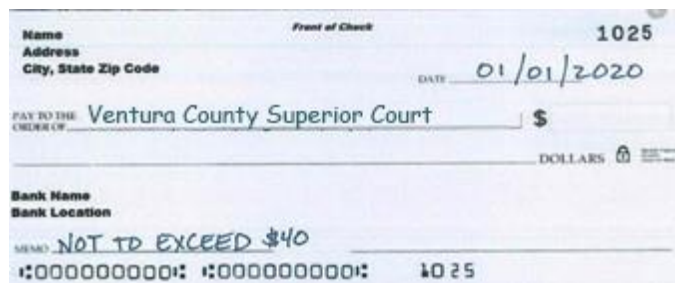
Records search requests will not be processed over the telephone. Search requests must be submitted in person, via email or in writing. Ventura Superior Court Records Department is available for in person requests by appointment only. You may schedule an appointment at <https://calendly.com/vcscreservations>. If sending a request via mail, include a self-addressed stamped envelope. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business days (excluding holidays).

Mail requests to:  
Ventura County Superior Court  
Attn: Records Department  
800 S. Victoria Ave  
Ventura, CA 93009

Email requests to: [RecordsCorrespondence@ventura.courts.ca.gov](mailto:RecordsCorrespondence@ventura.courts.ca.gov)

**If paying by check:**

- Make payable to “Ventura County Superior Court”
- Include “NOT TO EXCEED \$40” in memo line
- If request exceeds \$40, staff will contact requestor for additional payment.



Ventura Superior Court Records Department telephone hours are Monday – Friday 8:00 – 11:30 & 1:30 -4:00.