## Superior Court of California

## County of Ventura

 800 S. Victoria Ave, Ventura, CA 93009

Records Department: 805-289-8668 Website: <a href="www.ventura.courts.ca.gov">www.ventura.courts.ca.gov</a> Telephone hours: Monday – Friday 8:00 a.m.-11:30 a.m. & 1:30 p.m.- 4:00 p.m.



## RECORDS REQUEST FORM

| 1.CONTACT INFORMATION                             |                                |                   |                       |                  |                |
|---|--------------------------------|-------------------|-----------------------|------------------|----------------|
| Name:   | _ Agency (if applicable):      |                   |                       |                  |                |
| Mailing Address:                                  |                                |                   |                       |                  |                |
| Email:  | Phone Number:                  |                   |                       |                  |                |
| 2.REQUEST INFORMATION                             | ☐ Crimina                      | l 🗆 Civil         | ☐ Family Law          | ☐ Probate        | ☐ Small Claims |
| Name  | DOB C                          | Case Number(s)    |                       |                  |                |
|   |                                |                   |                       |                  |                |
|   |                                |                   |                       |                  |                |
|   |                                |                   |                       |                  |                |
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|   |                                |                   |                       |                  |                |
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|   |                                |                   |                       |                  |                |
| 3.DOCUMENT REQUESTED                              | □ Certifi                      | ed □ Pla          | in Conv               |                  |                |
| Charging documents: Complaint Minute Order dated: | t/Information                  | /Citation □ Dispo | osition: Conviction/p |                  |                |
| ☐ Audio Recording - Date:                         |                                | -                 |                       |                  |                |
| <b>4.DELIVERY</b> □ Call when avai                | iable 🗆 Vie                    | w Only 🗀 Mail *   | must provide seif-ac  | adressed stamped | d envelope     |
|   |                                | COI               | JRT USE ONLY          |                  |                |
| ☐ Search \$15                                     | ☐ Certification \$40           |                   |                       | Received By:     |                |
|   | $\square$ Exemplification \$50 |                   |                       |                  |                |
|   | pages = \$                     |                   |                       | Completed By     | <b>y</b> :     |
| Audio Recording \$11                              |                                |                   |                       |                  |                |
| Total Balance Due:                                |                                |                   |                       |                  |                |

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 <a href="https://calendly.com/vcscreservations.">https://calendly.com/vcscreservations.</a>. 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 Email requests to: RecordsCorrespondence@ventura.courts.ca.gov

## If paying by check:

Ventura, CA 93009

- 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.



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