



Our Court is Here to
Serve with Excellence.

Superior Court of California County of Ventura

800 S. Victoria Ave, Ventura, CA 93009
Records Department: 805-289-8668
Telephone hours: 8:00 a.m. to 4:00 p.m. Monday – Friday
Website: www.ventura.courts.ca.gov

REQUEST FOR COURT RECORDS

Requests will be processed in the order received

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

2. REQUEST INFORMATION Criminal Civil Family Law Small Claims

Name	DOB*	Case Number(s)

*For Criminal Case File Only

3. DOCUMENT REQUESTED Certified Not Certified

- Entire File
- Charging documents: Complaint/Information/Citation Disposition: Conviction/plea/waiver Sentencing Order
- Minute Order Dated: _____ Judgment/Dissolution Custody/Support Order
- Other: _____

Audio Recording Date: _____ Courtroom: _____ Start Time: _____ End Time: _____

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4. DELIVERY Call when available Mail (must provide self-addressed stamped envelope)

- | | |
|--|---|
| <input type="checkbox"/> Search: \$15 (GC 70267) | <input type="checkbox"/> Certification: \$40 (GC 70626(a)(4)) |
| <input type="checkbox"/> Authentication pursuant to court order: \$15 per signature (GC 70629) | <input type="checkbox"/> Exemplification: \$50 (GC 70628) |
| <input type="checkbox"/> Copy Fee: \$0.50 per page (GC 70627(a)) x _____ pages = \$ _____ | <input type="checkbox"/> Audio Recording CD: \$11 |
| <input type="checkbox"/> Certification of Judgment of Dissolution of Marriage: \$15 (GC 70674) | |

Total Balance Due: _____

Search requests must be submitted in person or in writing. Search requests will not be completed over the phone. Ventura Superior Court Records Department is available for in person requests Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays. If sending a request via mail, include a self-addressed stamped envelope in a size sufficient to accommodate your request. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business days (excluding holidays).

Please note if your case type is confidential, only parties to the case have access to those documents. If you are requesting copies of confidential documents, you must submit a notarized copy of your driver's license, passport, or identification card.

Mail requests to:
Ventura County Superior Court
Attn: Records Department, Room #218
800 S. Victoria Ave
Ventura, CA 93009

A check or money order sufficient to cover costs or a "Not to Exceed" check with a set specific amount to process your request (a receipt will be returned to you). Checks should be made payable to **Ventura Superior Court**.

Contact the Juvenile/Probate Courthouse at 805-289-8820 for Adoption, Juvenile, Probate, Conservatorship and Guardianship records requests. Do not use this form.