



Superior Court of California

County of Ventura

4353 E. Vineyard Avenue

Oxnard, CA 93036

Juvenile and Probate Courthouse: 805-289-8820

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

☐ Juvenile

☐ Probate

☐ Adoptions

☐ Other

Name

DOB*

Case Number(s)

* DOB for Juvenile Case File only

3. DOCUMENT REQUESTED

☐ Certified

☐ Not Certified

☐ Entire File

☐ Charging documents: Complaint / Information / Citation

☐ Disposition: Conviction / Plea / Waiver ☐ Sealing Order

☐ Minute Order Dated: _____

Other: _____

4. RECORDS RELATED FEES

☐ Search: \$15.00 (GC 70267)

☐ Certification: \$40.00 (GC 70626(a)(4))

☐ Exemplification: \$50.00 (GC 70628)

☐ Authentication pursuant to court order: \$15.00 per signature (GC 70629)

☐ Copy Fee: \$0.50 per page (GC 70627(a)) x _____ pages = \$ _____

TOTAL BALANCE DUE: _____

5. DELIVERY

☐ Call when available

☐ Mail (must provide self-addressed stamped envelope)



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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 are 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
4353 E. Vineyard Avenue
Oxnard, CA 93036

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.