



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](http://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)

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\* DOB required 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: \_\_\_\_\_  
\_\_\_\_\_

### 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 = \$ \_\_\_\_\_

Certification of Judgment of Dissolution of Marriage: \$15.00 (GC 70674)

**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, Room #218  
P.O. Box 6489  
Ventura, CA 93006

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.