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.

Please refer to page two for the correct payment methods. Submitting payment incorrectly may result in your request being rejected and returned for correction.

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Phone Number: _____

2. REQUEST INFORMATION ☐ Criminal ☐ Civil ☐ Family Law ☐ Small Claims

Name DOB* Case Number(s)

_____

_____

_____

_____

* 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)) plus $0.50 per page

☐ 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 = $ 0.00

☐ 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.