



SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA SMALL CLAIMS COURT

INFORMATION FOR SMALL CLAIMS PARTIES
PLEASE READ THIS ENTIRE DOCUMENT FOR INFORMATION THAT WILL HELP YOUR CASE TO PROCEED TIMELY.

This form provides information for small claims parties. For additional information about small claims court, visit the Superior Court's website at <https://ventura.courts.ca.gov>.

INTERPRETER REQUEST

- If you have a small claims trial scheduled and need an interpreter, complete the Interpreter Request form (Form #VN250 or VN250sp) as far in advance of your trial as possible. The form can be filed in the Small Claims Department during business hours, placed in the drop box, or mailed to the court location noted on your paperwork. The court will try to schedule an interpreter for the date and time of your trial at no cost to you, but cannot guarantee that one will be available. Alternatively, you may bring an adult who is not a witness to this case, or an attorney to interpret for you. **CANCELATION OF INTERPRETER:** It is the responsibility of the party that requests the interpreter, to notify the court immediately if the interpreter is no longer needed. Please refer to Ventura Superior Court Local Rule 20.04 for detailed information on this process.

PUT TOGETHER and ORGANIZE all documents that will be used as exhibits for the case.

- Trial exhibits must be exchanged with all parties named in the case at least 5 days prior to the scheduled trial date. Failure to exchange exhibits with all parties may result in the court not considering the items at the trial.
- A set of your trial exhibits must also be submitted to the court by any of the following methods:
 - A set of your trial exhibits may be brought for the court at the time of trial if you are appearing in person.
 - Electronically using the court's email, SCtrials@ventura.courts.ca.gov, for exhibits that are **no more than 10 total pages (inclusive of all exhibits)**. For exhibits that consist of more than a total of 10 pages (inclusive of all exhibits), you must follow the options below. For more information on how to submit exhibits electronically, visit the court's website at <https://ventura.courts.ca.gov>. If the file exceeds 20MB, hard copies must be sent by U.S. Mail to the court or brought to the hearing. Exhibits submitted via email **MUST** be in the format listed below. Exhibits submitted in any other format **WILL NOT** be accepted.

Exhibit Type	Format
Text	.txt (ASCII characters only)
PDF	.pdf
Word	.doc, .docx
Image	.png, .jpg, .jpeg
Video	.mp4

- By U.S. mail addressed to The Hall of Justice at 800 S. Victoria Avenue, Ventura. Include a cover sheet with your name, the case number, case name, and hearing date. Include a self-addressed, stamped envelope large enough to return the exhibits.
- By depositing the exhibits in the Small Claims Clerk's Office drop box located inside The Hall of Justice at 800 S. Victoria Avenue, Ventura. Include a cover sheet with your name, the case number, case name, and hearing date. Include a self-addressed, stamped envelope large enough to return the exhibits.
- Exhibits that are submitted electronically, by mail, or by drop box, must be received by the court **at least 5 days before the scheduled trial date. DO NOT SEND ORIGINAL DOCUMENTS.** Exhibits will not be returned if a means of return is not provided (e.g., a self-addressed, stamped envelope). **Exhibits submitted less than 5 days before the trial may not be considered by the judicial officer.**

Note: Exhibits should not be submitted at the time of filing a new claim. Exhibits received without a trial date having been scheduled will not be accepted. The court will accept exhibits only for cases with a scheduled trial date.

PREPARING for a remote appearance.

- Prior to the date of the hearing, visit the court's website at <https://ventura.courts.ca.gov> and visit the "Zoom Meeting Information by Courtroom" page for the Zoom Link, Meeting ID, and Passcode.
- Refer to the **Instructions on appearing remotely** section below for additional information.

GATHER any witnesses needed for the case.

- Whether proceeding in-person or remotely, make sure the witnesses are informed on how to appear.

- Witnesses should be aware of the hearing date and time. If appearing remotely, ensure that witnesses will appear through the “Zoom Meeting Information by Courtroom” page.
- Prior to the date of the hearing, make sure the witnesses visit the court’s website at <https://ventura.courts.ca.gov> and visit the “Zoom Meeting Information by Courtroom” page for the Zoom Link, Meeting ID, and Passcode. Refer to the **Instructions on appearing remotely** section below for additional information.

INSTRUCTIONS on appearing remotely

- Instructions on appearing remotely may be found on the court’s website at <https://ventura.courts.ca.gov>.

If you are UNABLE TO ATTEND the trial or hearing

- Review the [Authorization to Appear Form SC-109](#) to see who is eligible to appear on your behalf.

ON THE DAY OF THE SMALL CLAIMS TRIAL:

If appearing remotely, connect to the Ventura Superior Court department listed on the Plaintiff’s Claim and Order to Go to Small Claims or Notice of Hearing (JC Form #SC-100).

Refer to the **Instructions on appearing remotely** section above for additional information.

- Check-in with the courtroom clerk or designated staff 30 minutes before the hearing. Follow all directions provided by the clerk.
- Remember to bring a set of your exhibits for the court to the trial if you are appearing in person and you did not previously submit the exhibits to the court by one of the other means identified above.
- Have your own set of exhibits organized and be ready to discuss them with the court.
- Additional department requirements or information may be provided by the courtroom clerk or designated staff on the day of trial. Follow all directions provided.