



VENTURA SUPERIOR COURT

CIVIL SELF-HELP CENTERS

Ventura

Hall of Justice
800 South Victoria Ave., Ventura, CA 93009

Self-Help Legal Access Center • Room 106 (Monday—Friday)

- 8:30 am—10:00 am** Walk-In Services *
- 10:30 am—11:30 am** Services by appointment
(See #4 below)
- 1:30 pm—3:30 pm** Call Center (See #2 below)

Oxnard

Juvenile Courthouse
4353 E. Vineyard Ave., Oxnard, CA 93036

Family Resource Center • Room 206 (No Civil Self-Help Services on Mondays, Thursdays & in the afternoon on Friday)

- Tuesdays & Wednesdays** 8:30 am—10:00 am Walk-In Services *
- 10:30 am—11:30 am Services by appointment
(See #4 below)
- Fridays:** 8:30 am—10:00 am Walk-In Services *
- 10:30 am—11:30 am Services by appointment
(See #4 below)

* Walk-In Services are available on a first-come, first-served basis and are limited based on availability.

SELF-HELP SERVICES



1. E-MAIL

If you have questions about court forms or processes, please email us at:
SHLAC.workshop@ventura.courts.ca.gov
or scan the QR code:



SCAN ME



2. SELF-HELP CALL CENTER—Civil

Civil Phone #: (805) 289-8812

The Call Center hours are 1:30 pm – 3:30 pm.

Press 5 to
speak with
Self-Help.



3. WEBINARS

Webinars are available on certain subjects to help fill out forms and answer your questions. To register for a webinar visit:
calendly.com/vcselfhelpcenter
or scan the QR code:



SCAN ME



4. PHONE OR ZOOM APPOINTMENT

To set an appointment go to
calendly.com/vcscreservations
or scan the QR Code and select:



SCAN ME

Civil Self-Help (Ventura)

Monday—Friday

OR

Civil Self-Help (Oxnard)

Tuesdays

Wednesdays

Fridays (morning only)

PLEASE BE CAREFUL to set your appointment with the correct department (CIVIL SELF-HELP) on the correct day and time. Please provide an accurate phone number and e-mail address to contact you.

PLEASE READ CAREFULLY BEFORE YOUR APPOINTMENT

WHAT SHOULD I HAVE AVAILABLE?

- Your government issued identification
- Full names, birth dates, and information of the parties and minor children involved
- Case number
- Pens (black or blue)
- If needed, reading glasses
- Any documents related to your case

CASE TYPES SHLAC HELPS WITH

- Eviction
- Misdemeanor Expungements
- Conservatorships and Guardianship—*Person ONLY*
- Step-Parent Adoption (initial forms only)
- Adult Adoption
- Civil Harassment & Elder Abuse Restraining Orders
- Collection Defense
- Judgment Enforcement
- Name Change
- Name & Gender Change

WHERE DO I FILE MY FORMS?

If your forms are complete and ready to file, you can file them with the Clerk of the Court. If you want a file-stamped copy returned to you, you will need the original and at least one copy of each form. The Clerk's offices are:

- **Civil Clerk's Office** – Room 210 – Ventura Courthouse – Civil forms (include evictions)
- **Family Law Clerk's Office** – Room 208 – Ventura Courthouse – ALL restraining order and family law forms
- **Juvenile/Probate Clerk's Office** – Room 122 – Oxnard Courthouse – Guardianship, conservatorship, juvenile and probate forms