



# 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)  
1:30 pm —3:30 pm Call Center (See #2 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



#### 4. PHONE OR ZOOM APPOINTMENT

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



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

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