

Records search requests will not be processed over the telephone. Search requests must be submitted in person, via email or in writing. Ventura Superior Court Records Department is available for in person requests Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:00 p.m., excluding holidays. If sending a request via mail, include a self-addressed stamped envelope. Payments must be received in full before requests will be processed. Search requests are usually completed within 5 to 7 business day (excluding holidays). Contact the Juvenile Courthouse at 805-289-8820 for Adoption, Juvenile, Probate, Conservatorship and Guardianship records requests. Do not use this form.

Mail requests to:

Ventura County Superior Court

Attn: Records Department, Room #218

800 S. Victoria Ave

Ventura, CA 93009

Email requests to: RecordsCorrespondence@ventura.courts.ca.gov

If paying by check, make payable to "Ventura County Superior Court."