

Clerk's Office hours for Los Angeles and Ventura are: 9:00 a.m. to 4:30 p.m., Monday through Friday.

The Clerk's Office and Courtroom for Division Six in Ventura are located on the ground floor.

The Clerk's Office in Los Angeles is located:

on the Second Floor in the North Tower of the Ronald Reagan State Building. The north tower is to the left of the pedestrian entrance. Use the stairs or the elevator bank on the right of the stairs.

If you are taking the stairs next to the pillar with North Tower printed on it, when you reach the second floor, the Clerk's Office is to the left.

If you are taking the elevator to the right of the pillar with North Tower printed on it, when you reach the second floor, exit the elevator to the right. The Clerk's Office is to the right.

The Courtroom in Los Angeles is located:

on the Third Floor of the Ronald Reagan State Building and is accessible from either tower, but the simplest route is via the north tower.

If you are taking the stairs next to the pillar with North Tower printed on it, when you reach the third floor, turn left and take the small walkway to the Courtroom.

If you are taking the elevator to the right of the pillar with North Tower printed on it, when you reach the third floor, exit the elevator to the right. Proceed to the right and take the small walkway to the Courtroom.

Electronic devices in the Courtrooms:

The only laptops and tablets allowed in the courtroom without prior written approval from the court are those to be used by counsel or self-represented litigants as an aid in presenting oral argument and cannot be used to display demonstrative evidence or for any other purpose.

Cell phones and other electronic devices (except assistive listening devices) are not permitted in the courtroom.

Devices must be:

Silenced and placed in "airplane mode"*

No Audio or Video recording or the taking of photographs is allowed unless approved pursuant to California Rules of Court, [Rule 1.150](#). Any person who fails to comply with these restrictions will be removed from the courtroom.

*Airplane Mode is a setting that when activated, suspends the devices wireless features and limits interference with the courtroom sound system.