

**Superior Court, County of  
Ventura  
Self-Help Legal Access Center**

**DEFENDING LAWSUITS  
FOR  
BREACH OF CONTRACT  
OR  
COLLECTION OF MONEY  
(COMMON COUNT)**

**4**

Filing the Answer

# Filing Your Answer

1. You need to file your original answer and certificate of service by mail at the court clerk's office. Make sure you have an extra copy so the clerk can stamp the copy and give it back to you for your records. This is called a **conformed copy**. It is important to keep a **conformed copy** of each paper you file with the court.
2. When you get to the clerk's office go to the line marked "CIVIL." In Ventura, windows 7, 8, 9 or 10, and in Simi Valley, windows 4 and 5 on the North side of the building. You will need to pay a filing fee unless you qualify for a fee waiver. If you qualify for a fee waiver, you must complete the **Application for Waiver of Court Fees and Costs** and file the Application with your Answer. For instructions on how to complete the fee waiver application see the packet called "*Waiver of Court Fees.*"
3. Remember that each defendant named in the answer must pay a filing fee or file a separate Application for Waiver of Court Fees and Costs.