

Superior Court of California, County of Ventura
Collection Unit
800 S. Victoria Ave, Room 205
P.O. Box 6489
Ventura, CA 93006-6489
(805) 639-5010

INFORMATION AND INSTRUCTION SHEET
Request to Vacate Civil Assessment (PC 1214.1)

What is Civil Assessment?

A Civil Assessment is a fee, of up to \$100, that may be imposed by a judicial officer against anyone who fails to appear (FTA) in court and/or fails to pay a court-ordered fine by the due date (FTP).

The Civil Assessment is in addition to any bail, fine and fees associated with your case.

Can the Civil Assessment be Reviewed?

You may petition the Court to remove the Civil Assessment for one of the following reasons:

- Hospitalization
- Incarceration
- Military Duty
- Death
- Housed in Residential Treatment
- Extenuating Circumstance

What Do I Do?

1. Fill out the "Request to Vacate Civil Assessment" form.
2. Provide a written explanation of the reason you did not appear or contact the court by the date specified on your citation. Attach supporting documentation with your petition. Your petition may be denied if written proof is not received.

Examples of supporting documentation include:

- Records of admission and discharge from the hospital (the court does not need to know your medical condition)
- Court orders to remand into custody/or records of release from custody
- Appropriate military orders for active service
- Death certificate

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Defendant's Name _____ Case Number _____

IMPORTANT: Provide a written explanation of any of the following that shows you were unable to appear or contact the court. Attach supporting documentation with your petition. Your petition may be denied if written proof is not received.

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> HOSPITALIZED | <input type="checkbox"/> MILITARY DUTY | <input type="checkbox"/> RESIDENTIAL TREATMENT |
| <input type="checkbox"/> INCARCERATED | <input type="checkbox"/> DEATH | <input type="checkbox"/> EXTENUATING CIRCUMSTANCE |

The following is an explanation of my failure to appear and/or pay: (Please print and include attachments)

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my knowledge.

Executed at _____ on _____
City and State Date

Mailing Address _____

Telephone # _____ Signature _____

ORDER RE: CIVIL ASSESSMENT (COURT USE ONLY) Assessed Amount \$_____

The Court having read and considered the Petition regarding vacating the Civil Assessment pursuant to PC 1214.1, hereby makes the following order:

Defendant's Petition to Vacate is: GRANTED DENIED

 GRANTED IN PART. Civil Assessment Reduced to \$_____

Signature _____ Date _____
Judicial Officer