

**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 fee of up to \$300 is imposed 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 to 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

