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.
- 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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Request to Vacate Civil Assessment (PC 1214.1) Petition and Order

Defendant's Name		Case Number	
	upporting documentati	the following that shows you were unable to appear on with your petition. Your petition may be denied	
☐ HOSPITALIZED [] MILITARY DUTY	☐ RESIDENTIAL TREATMENT	
☐ INCARCERATED [] DEATH	☐ EXTENUATING CIRCUMSTANCE	
The following is an explanation o	of my failure to appear ar	nd/or pay: (Please print and include attachments)	
I declare under penalty of perjury	/ that the foregoing state	ment is true and correct to the best of my knowledge.	
Executed at City and State		on Date	
Mailing Address			
ORDER RE: CIVIL A	SSESSMENT (COURT	USE ONLY) Assessed Amount \$	
The Court having read and cons 1214.1, hereby makes the follow		ding vacating the Civil Assessment pursuant to PC	
Defendant's Petition to Vacate is:	: GRANTED	☐ DENIED	
	☐ GRANTED IN	PART. Civil Assessment Reduced to \$	
Signature Judicial Officer		Date	