

Clerk stamps date here when form is filed.

Using this form

- If you can't afford to pay your fine, fill out this form to ask for a lower fine, a payment plan, more time to pay, and/or community service.
You may use this form even if your fine has been sent to collections. If you have more than one fine, use one form for each fine.
Mail or take this form to the court listed on your ticket. If you want to file the form electronically, ask the court if it allows "e-filing."
If you lost your ticket or have questions, contact your court at www.courts.ca.gov/find-my-court.htm.



Fill in court name and street address:

Superior Court of California, County of

Fill in the case number and ticket number (if you have it):

Case Number:
Ticket Number:

Types of fines

- Use this form for traffic fines (like speeding) or other infractions (like fishing without a license or drinking in public), not for misdemeanors.
This form is not for parking tickets. Read your parking ticket to find out what you can do.
Do not use this form for a dismissal or reduction of charges for tickets requiring proof of correction.



Important!

- Do not use this form to tell the court that you didn't do anything wrong. See the instructions on your ticket and visit www.courts.ca.gov/selfhelp.htm for more information on fighting it.
This form cannot be used to sign up for traffic school. Please contact your court if you wish to request a reduction and traffic school.

1 Your information

Name:

Street or mailing address: Street City State Zip

Telephone: OK to text you at this number?\* [ ] No [ ] Yes

Email (optional): OK to email you at this email?\* [ ] No [ ] Yes

\* Some courts don't use text messages or email to contact court clients. Message and data rates would apply.



**2 What type of income do you have?**

- I do not get money from any source. (Skip to 3)
- I get public benefits. (Check **all** that apply, then skip to 3)
  - CalFresh (food stamps)
  - Medi-Cal
  - General Assistance / county relief
  - SSI: Supplemental Security Income
  - SSP: State Supplementary Payment
  - IHSS: In-Home Supportive Services
  - CalWORKs: California Work Opportunity and Responsibility to Kids Act
  - TANF: Temporary Assistance for Needy Families
  - CAPI: Cash Assistance Program for Immigrants
  - WIC: California Special Supplemental Nutrition Program for Women, Infants, and Children
  - Unemployment compensation
  - Other
  - None of the above

I do **not** get public benefits, but I get money from other sources. (Answer **all** that apply)

a. How much money do you earn (take-home pay) or get from other sources (including income received in your family from a spouse or live-in romantic partner)?

\$ \_\_\_\_\_ every: (Check one)     Year     2 weeks     Twice a month  
 Week     Month     Season  
 Other: \_\_\_\_\_

b. This money supports me and \_\_\_\_\_ other people.

c. If I pay the fine, I would: (Check **all** that apply, if any)

- Not have enough money to pay my rent/mortgage. I pay \$ \_\_\_\_\_ for rent/mortgage every (Check one):  Month     Week     Other: \_\_\_\_\_
- Not have enough money to pay for other basic living expenses. *Basic living expenses are things like: food, utilities, childcare, child support, transportation, medication, insurance (medical, car, house, and rental), and student loans.*
- Not have enough money to pay my debt for other court cases.
- Have other problems (please explain):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3 Do you have anything that shows your public benefits, income, or expenses?**

*Things like an EBT card, paystubs, tax returns, rent or mortgage checks, or utility bills.*



a.  Yes, I have attached **copies** to this form.

**Important!** Keep the original documents for your own records. Any copies you attach can be destroyed after the court makes a decision on your case. Cross out any social security numbers, or other private information, on the copy you give the court.

b.  No, I do not have any papers to show because:

\_\_\_\_\_  
 \_\_\_\_\_



4 Have you told the court before that you can't pay this fine?

- Yes No, not that I can remember (Skip to 5)

What has changed in your family's life since then? (Check all that apply, if any.)

- Lost job or reduced hours at work.
Started to receive public benefits.
Suffered a serious illness or disability.
Other:

5 What are you asking the court to do? (Check all that you are willing and able to do)

- Lower the amount I owe on the fine.
Payment plan: I want to pay: \$ every month on the day of the month, until this fine is paid off.
More time to pay. Please change my deadline to (month/day/year):
Community service instead of paying the fine. I understand that community service may not be available on weekends or evenings.

Warning box with exclamation mark icon and three bullet points: Not all courts offer all of these choices. Contact the court listed on your ticket to find out about your choices. Some fines can't be reduced just because you don't have the money to pay them. You may ask for more time to pay, community service, and/or monthly payments even if the court can't reduce the fine.

6 Other information:

List other facts (if any) about why you can't pay the fine or about your choices in 5. (You can add extra pages or attach other documents that help you explain.)

Horizontal lines for writing additional information.



**7 Plea selection** *(In order to submit your request using this form, if your case is unadjudicated, you need to admit responsibility for the ticket by entering a plea of **guilty** or **no contest**. If you do not want to admit responsibility or you do not understand your rights, do not use this form. Instead, contact your court to set up a court appearance.)*

By entering a plea you will be giving up the following rights:

- To be represented by an attorney employed by you;
- To have a speedy and public trial in front of a judge;
- To testify, to present evidence, and to use court orders without cost to compel the attendance of witnesses and the production of evidence on your behalf;
- To have the witnesses against you testify under oath in court, and to question such witnesses; and
- To remain silent and not testify and not incriminate yourself.

Make a choice between pleading guilty or no contest. A no contest plea is a way of saying, “I don’t believe I did all that the officer charges, but I admit violating the law.”

Note: Once you admit responsibility, you will have a conviction for this traffic offense that will be reported to the Department of Motor Vehicles (DMV).

Your plea *(check one)*:

- No contest plea.** I am the defendant in the case. I have read, understand, and waive the rights above; there are facts to support my plea; I am entering my plea freely and voluntarily, and I agree to plead “no contest.” I understand that, for purposes of this case, a plea of no contest will be considered the same as a plea of guilty and that if I plead no contest the court will find me guilty.
- Guilty plea.** I am the defendant in the case. I have read, understand, and waive the rights above; there are facts to support my plea; I am entering my plea freely and voluntarily; and I agree to plead guilty.

**8 Read and sign below**



**I promise that the information above is correct.** *I declare under penalty of perjury, under the laws of the State of California, that all information on or attached to this form is true.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name



\_\_\_\_\_  
Sign your name

**Can't Afford to Pay Fine:  
Traffic and Other Infractions  
(Court Order)**

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**Court order:** You said that you don't have enough money to pay what you owe. See below for the court's decision.

**1 Plea selection**

- The court accepts your plea of guilty or no contest for each offense charged.
- The court rejects your plea of guilty or no contest for each offense charged.
- Your case was previously adjudicated (there was previously a bail forfeiture or a finding of guilty or no contest).

**Superior Court of California, County of**

**Case Number:**

**Ticket Number:**

**2  Request granted:** The court decided that you don't have enough money to pay what you owe.



The amount you owe is lowered to \$ \_\_\_\_\_.  
Pay the new amount of \$ \_\_\_\_\_  
by (date): \_\_\_\_\_.



You will pay what you owe in monthly payments.  
Pay \$ \_\_\_\_\_ on the \_\_\_\_\_ day of every month for  
\_\_\_\_\_ months.  
Your **first** payment will be on (date): \_\_\_\_\_.  
Your **last** payment will be on (date): \_\_\_\_\_.



You can have more time to pay what you owe. Pay \$ \_\_\_\_\_ on (date): \_\_\_\_\_.



You will do community service instead of paying what you owe.  
You must do \_\_\_\_\_ hours of community service by (date): \_\_\_\_\_.  
Contact our court to learn how to set up community service.

**This is a Court Order.**



Case Number: \_\_\_\_\_

**3**  **Need more information:** The court has more questions.

Please contact your court to set up a time to see the judicial officer.

Clerk's phone number: \_\_\_\_\_

Clerk's address: \_\_\_\_\_

Please come to court at (time): \_\_\_\_\_ on (date): \_\_\_\_\_ Go to Department: \_\_\_\_\_

Bring these things with you:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_



**Don't miss  
the court date!**

**4**  **Request denied:** The court decided that you have to pay the full cost of what you owe.

The court decided that:

You have enough money to pay what you owe.

You made a request before, but you did not show that your situation has changed since your last request.

Pay the full cost of what you owe (\$ \_\_\_\_\_) by (date): \_\_\_\_\_.

See the court's website for payment information.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Judge (or Judicial Officer)*

**5** **Clerk's certificate of service**

I am a clerk of the Superior Court of \_\_\_\_\_ County. I certify that I am not a party to this action.

I served a copy of this order to: \_\_\_\_\_ in the following manner:

*Name of person served*

*Service by mail:* I placed a filed copy of this order in a sealed envelope addressed to the following address:

Street or mailing address: \_\_\_\_\_  
*Street City State Zip*

The envelope was mailed by U.S. mail, with full postage, from:

Place: \_\_\_\_\_, California, on (date): \_\_\_\_\_

*Electronic service:* I electronically sent a copy of this order:

from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
*Electronic service address Electronic service address Date*

Date: \_\_\_\_\_

Clerk, by: \_\_\_\_\_

**This is a Court Order.**