

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, or more time to pay.
- 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 submit the form electronically, go to **my citations.courts.ca.gov**.
- To request community service you must make a court appearance.



Clerk stamps date here when form is filed.

Superior Court of California, County of Ventura
P.O. Box 6489
Ventura, CA 93006-6489

Types of fines

- Use this form for **traffic** fines (like speeding) or other infractions (like fishing without a license or drinking in public).
- This form is **not for parking tickets**. Read your parking ticket to find out what you can do.

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

Case Number:

Ticket Number:

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 the ticket.
- If you have a correction, refer to your courtesy notice for instructions. Mail or take your correction(s) to the court listed on your ticket before you submit your Ability to Pay form.

1 Your information

Name: _____ DOB: _____
First Middle Last

Address: _____ Telephone: _____
Street City State Zip

2 What type of income do you have?

I get public benefits. (Check all that apply)

- Food stamps (CalFresh)
- Medi-Cal
- CalWORKs or Tribal TANF
- Supplemental Security Income (SSI)
- Other need-based aid (specify): _____
- State Supplementary Payment (SSP) County Relief/General Assistance
- In-Home Supportive Services (IHSS)
- Cash Assistance Program for Immigrants (CAPI)

I do **not** get public benefits, but I get money from other sources.

a. How much money do you earn (take-home pay) each month? Be sure to include income from your job and any other sources, including payments from people in your household (such as spouse or live-in partner).
\$ _____ monthly

b. How many people live in your household? _____

Monthly Expenses

Please estimate what you pay each month for the following expenses:

I pay \$ _____ per month, for rent/mortgage.

- Utilities \$ _____
- Phone Bill \$ _____
- Food \$ _____
- Insurance \$ _____
- Clothing \$ _____

- Child/Spousal Support \$ _____
- Transportation \$ _____
- Other (please specify) \$ _____

3 Proof of Public Benefits, Income, or Expenses

Attach documents that support your request so the judicial officer can make the ability to pay determination. Examples: EBT card, paystubs, tax returns, rent or mortgage checks, 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?

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

Yes

What has changed in your 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?

- 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 due date to _____.
month/day/year

6 Make Your Plea

In order to submit your fine reduction request, you need to admit responsibility for the ticket by pleading **Guilty** or **No Contest**.

By pleading Guilty or No Contest, you will be giving up the following rights:

- To be represented by an attorney hired 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;
- 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.’

- Guilty Plea.** I have read, understand, and waive the rights above. I am entering my plea freely and voluntarily, and agree to plead guilty.
- No Contest Plea.** I have read, understand, and waive the rights above. 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.

If you do not want to admit responsibility or if you do not understand your rights, please contact the Court to set up an in-person court appearance.

7 Other information:

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

8 Driver's license "hold" or suspension


Did you miss a court date or fail to pay a fine? If so, the Department of Motor Vehicles (DMV) might have suspended or put a "hold" on your driver's license. If the court clears your failure to appear or failure to pay, the court can notify the DMV. You must still contact the DMV to get your license back.

9 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