

Superior Court of California

Request to Vacate Civil Assessment (PC 1214.1) Information and Instruction Sheet

What is Civil Assessment?

A Civil Assessment of \$300 is imposed against anyone who does not appear (FTA) in court and/or pay a court-ordered fine by the due date (FTP).

The Civil Assessment is additional to any fine and fees associated to your case. You must pay the Civil Assessment even if you are not found guilty of the traffic citation.

Can the Civil Assessment be Reviewed?

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

- Hospitalization
- Incarceration
- Military Duty
- Housed in Residential Treatment
- Death
- 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 in court and did not pay and attach supporting documentation. 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

3. *On a failure to appear case you must pay **the Civil Assessment fee(s) for the original traffic citation** at the time you submit your completed application to the Court.*