

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA

Petition to Vacate or Reduce Civil Assessment (PC 1214.1) Information and Instruction Sheet

What is Civil Assessment?

A Civil Assessment fee 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 in addition 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 or reduce the Civil Assessment for good cause. Circumstances that indicate good cause may include, but are not limited to, one of the following reasons:

- Hospitalization
- Incarceration
- Housed in residential treatment
- Death or hospitalization of your dependent or immediate family member
- Incapacitation
- Military duty
- Court error
- Caregiver responsibility for a sick or disabled dependent or immediate family member

What Do I Do?

1. Fill out the “Petition to Vacate or Reduce Civil Assessment; and Order Thereon” form **within 20 days from the date of the notice that a Civil Assessment would be imposed** and bring or mail it to the court at 1500 Court Street, Room 219, Redding, CA 96001.
2. 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
3. No posting of fees are required at the time of petition. However, a petition to vacate/reduce an assessment does not stay the operation of any order requiring the payment of bail, fines, penalties, fees, or assessment unless specifically ordered by the court.
4. Once your petition has been approved or denied, you will be notified by mail. If good cause can be objectively demonstrated by your petition and supporting documentation, a deputy court clerk may approve your petition. If a determination of good cause cannot be made or requires the exercise of court discretion, your petition will be forwarded to a judicial officer for consideration.