

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF NEVADA**

- 201 Church Street, Suite 7, Nevada City CA 95959 (530) 265-1311
- 10075 Levon Avenue, Suite 107, Truckee CA 96161 (530) 582-7835

**INFORMATION AND INSTRUCTION SHEET
Application for Review of Civil Assessment (PC§1214.1) and/or Delinquent Fine Payment**

What is a Civil Assessment?

A Civil assessment (currently \$300) is imposed against anyone who does not pay a court-ordered fine by the due date. (FTP)

The Civil Assessment is added to and is separate from any fine and fees connected with your case.

Can the Civil Assessment be reviewed?

You may ask the Court to remove the Civil Assessment, one time only, if your failure to pay was due to one of the following reasons:

- Hospitalization
- Military Duty
- Death Certificate
- Clerical Error
- Incarceration
- Residential Treatment
- Not the Person Cited
- Other Extraordinary Circumstances

Can my delinquent fine payments be reviewed?

You may ask the Court to review your delinquent fine payments, one time only.

What do I do?

1. Fill out the "Application for Review of Civil Assessment and/or Delinquent Fine Payment". Be sure to fully complete and sign the financial declaration.
2. Provide a written explanation of the reason you did not pay and attach supporting documentation. If you do not attach documentation, your application will not be processed and all documentation will be returned.

Examples of supporting documentation

- Records of admission and discharge from the hospital (medical condition does not need to be disclosed to the Court)
 - Court order remanding you into custody or records of release from custody
 - Appropriate military orders for active service
 - Death certificate
 - Certificate of completion from residential treatment
 - Other evidence of extraordinary circumstances
3. You must send your application and documentation to the appropriate location listed above and you must include a self-addressed, stamped return envelope.

What happens after the application is filed?

A Judicial Officer will review your application and supporting documents within 10 days of receipt of the completed application. If the application for review is civil assessment is granted, the civil assessment will be removed. If the application is denied, the civil assessment remains on your case. Your case will then remain with GC Services for collections.

You will be notified of the Court's decision within 10 days of receipt of the completed application. If relief is granted, you will be given dates to comply. If you fail to comply with the due date(s), the delinquent fine will remain as previously ordered and the matter will remain with GC Services for collections.

You will be notified of the Court's decision by mail. To ensure you receive the decision, it is important that you supply the Court with your correct address and telephone number. You must include a self-addressed, stamped return envelope. You should call the appropriate clerk's office if you do not receive the decision by mail within 20 days.