

**Superior Court of California, County of Amador**  
**Collection Unit**  
500 Argonaut Lane  
Jackson, CA 95642  
(209) 257-2688

## **Request to Vacate Civil Assessment (PC 1214.1)**

### **Information and Instruction Sheet**

#### **What is Civil Assessment?**

A Civil Assessment fee of \$100 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 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 the Civil Assessment for one of the following reasons:

- Hospitalization
- Incarceration
- Military Duty
- Death
- Housed in Residential Treatment
- 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 or contact the court by the date specified on your citation. 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

