

## Contra Costa County Superior Court

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### Defendant's Request and Declaration to Vacate Civil Assessment (PC 1214.1) Information and Instruction Sheet

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#### 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 added to and is separate from, any fine and fees connected with your case. You must pay the Civil Assessment even if you are not found guilty on the traffic citation.

#### Can the Civil Assessment be Reviewed?

You may ask the Court to remove the Civil Assessment if your failure to come to court or pay was for a good cause reason.

#### What Do I Do?

1. Fill out the "Defendant's Request and Declaration 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. **If you do not attach documentation, your declaration will not be processed and will be returned.**

Examples of supporting documentation include:

- records of admission and discharge from the hospital (the court does not need to know your medical condition);
- appropriate military orders for active service
- death certificate

3. You can send your declaration & documentation to:

**P.O. Box 5128, Walnut Creek, CA 94596-5128.**

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**What happens after the Declaration is filed?**

A Judicial Officer will review your request and supporting documents.

If the Request is granted, the Civil Assessment will be removed; if the declaration is denied, the Civil Assessment will remain on your case. Your case will then be sent to AllianceOne for collection of the assessment and any remaining balance.

**ALLIANCEONE**  
877-541-8420  
P.O.BOX 2449  
Gig Harbor, WA 98335-2249

You will be notified of the Court's decision by mail. It is important that you supply the Court with your correct address and telephone number to ensure you receive the Court's ruling on your Request to Vacate Civil Assessment.

**What if I have a Failure to Appear, but also want to contest my traffic citation?**

The Civil Assessment is separate from your traffic citation and the two matters are handled separately. Therefore, if you want to contest the citation, you must contact the clerk's office before the date of your Trial by Declaration in Absentia and set your case for trial to contest your traffic violation.

**Court Locations**

Walnut Creek Court  
640 Ygnacio Valley Rd  
Walnut Creek, CA 94596

Pittsburg Court  
1000 Center Drive  
Pittsburg, CA 94565

Richmond Court  
100 37<sup>th</sup> Street  
Richmond, CA 94805

**(925) 646-4099**



Superior Court of California, County of Contra Costa

P.O. Box 5128

Walnut Creek, CA 94596-5128

## Request to Vacate Civil Assessment Checklist

If you FAILED TO APPEAR and/or FAILED TO PAY and are requesting the Civil Assessment be vacated you must:

- Complete "Defendant's Request and Declaration to Vacate Civil Assessment"
- Attach Supporting Documentation