

INFORMATION SHEET FOR PETITION AND ORDER TO REDUCE OR VACATE CIVIL ASSESSMENT PETITION AND ORDER FOR AN ABILITY-TO-PAY DETERMINATION

Petition to Reduce or Vacate Civil Assessment – California Rules of Court, rule 4.106

- If you received a notice from the court because you failed to act on your traffic ticket, you can explain why you did not respond and why you should not have additional fees added. To do this, check the box **Petition and Order to Reduce or Vacate the Civil Assessment.**
- You must file the petition within 20 calendar days from the action date on the notice the court sent you.
- You do not need to pay anything to file this petition.
- Only a judicial officer may reduce or vacate an order requiring payment of bail, fines, penalties, fees, or assessments.

Petition for Ability-to-Pay Determination – California Rules of Court, rule 4.335

- If you cannot pay your ticket, you may request that the court consider your ability to pay. The court has the option to (1) lower your payment, (2) vacate the amount you owe, (3) place you on a payment plan or modify your existing plan, and/or (4) grant community service (fees may apply). To do this, check the box **Petition and Order for an Ability-to-Pay Determination.**
- You are eligible if: (1) you are currently on an installment plan, (2) you are performing community service to satisfy your judgment, or (3) your judgment remains unpaid, including when your case is delinquent or in collections.
- Your request must be in writing and include any information you want the court to consider.
- If an ability-to-pay determination has already occurred, another ability-to-pay determination on the same fines or penalties can be requested when there is a change in your circumstances.

INSTRUCTIONS FOR COMPLETING THE FORM

1. You only need to complete the first page of the form.
2. Be specific regarding what you would like the court to consider. Provide copies of any supportive documents such as pay stubs, monthly bills, or proof that you are getting financial support through a government program.
3. The court will discard any supportive documents. If you want documents returned, please include a self-addressed envelope with postage paid.

REFER TO THE CIRCLED NUMBER

- ① Write your name and address.
- ② Write your name.
- ③ Write the citation (ticket) number.
- ④ Check the type of petition you are filing
- ⑤ Check if this is your first petition.
- ⑥ Check if you submitted a petition before. You must explain what is different from the last request.
- ⑦ Check if you add additional papers.
- ⑧ Check if you want the court to make a decision without you there.
- ⑨ Check if you want to appear before the judge to give your explanation. Provide any reason(s) why you want to come to court in the lines below. Please note that the court will determine if you need to come in or not.
- ⑩ Write the date you are signing the document.
- ⑪ Print your name.
- ⑫ Sign your name.

<small>NAME, ADDRESS, AND TELEPHONE NUMBER OF DEFENDANT OR DEFENDANT'S ATTORNEY</small>	<small>STATE BAR NUMBER</small>	<small>Reserved for Clerk's File Stamp</small>
1		
<small>ATTORNEY FOR (Name)</small>		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES		
<small>COURTHOUSE ADDRESS</small>		
[DROPDOWN BOX 1 - FOR COURTHOUSE LOCATION]		
<small>DEFENDANT/PETITIONER</small>		
<input type="checkbox"/> PETITION AND ORDER TO REDUCE OR VACATE CIVIL ASSESSMENT		<small>CITATION NUMBER/LEA</small>
<input type="checkbox"/> PETITION AND ORDER FOR AN ABILITY-TO-PAY DETERMINATION		3

Petition to Reduce or Vacate Civil Assessment – California Rules of Court, Rule 4.106

- If you receive a notice that the court has placed a hold on your license and a civil assessment has been added to your citation, you may request that the court reduce or vacate the assessment. To make the request, you must file a petition with the court to lower or vacate the civil assessment.
- You must file a petition within 20 calendar days from the action date on the notice the court sent you.
- You do not need to pay anything to file this petition.

Note: A petition to reduce or vacate an assessment does not stay any order requiring payment of bail, fines, penalties, fees, or assessments unless specifically ordered by a judicial officer.

Petition for Ability-to-Pay Determination – California Rules of Court, Rule 4.335

- If you cannot pay your ticket, you may request that the court consider your ability to pay, lower your payment, vacate the amount you owe, get on a payment plan, and/or do community service (fees may apply).
- You are eligible if: (1) you are currently on an installment plan, (2) you are performing community service to satisfy your judgment, or (3) your judgment remains unpaid, including when your case is delinquent or in collections.
- You have the right to a review by a judicial officer. This request must be in writing and include any information you want the court to consider in making a decision.
- If an ability-to-pay determination has already occurred, another ability-to-pay determination on the same fines or penalties can be requested when there is a change in your circumstances.

Instructions: Complete and file this form and attach any additional information or documentation you wish the court to consider. (See Page 2 for more information.)

Check one: This is my first petition. I have submitted a petition before. (Please explain below.)

Reason for Petition/Change in circumstance: _____

Additional sheets attached to this document.

I want the court to make a determination based upon my declaration and supporting documents.

I am requesting to go to court to appear before a judicial officer to be heard on this matter.

Reason you want to appear in court: _____

Additional sheets attached to this document.

DECLARATION

I declare under penalty of perjury, under the laws of the State of California, that the information I have provided with this petition is true and correct.

Date: _____ **10** _____

Petitioner's Name (PRINT) **11** _____ Petitioner's Signature **12** _____

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