



# SUPERIOR COURT OF CALIFORNIA COUNTY OF MONO

**MARK MAGIT**  
Presiding Judge

**GERALD F. MOHUN, JR.**  
Assistant Presiding Judge

**LESTER PERPALL**  
Court Executive Officer

100 Thompsons Way  
Mailing Address: P.O. Box 1037  
Mammoth Lakes, CA 93546

## **Request to Vacate 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 addition to any fine and fees associated to your case.

### **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 Petition and Order Form" 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



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**Request to Vacate Civil Assessment (PC 1214.1)  
Petition and Order Form**

Defendant's Name \_\_\_\_\_ Case Number \_\_\_\_\_

**IMPORTANT: Provide a written explanation of any of the following that shows you were unable to appear or contact the Court. Attach supporting documentation with your petition. Your petition may be denied if written proof is not received.**

HOSPITALIZED

MILITARY DUTY

RESIDENTIAL TREATMENT

INCARCERATED

DEATH

EXTENUATING CIRCUMSTANCE

The following is an explanation of my failure to appear and/or pay: (Please print and include attachments): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury that the foregoing statement is true and correct to the best of my knowledge

Signature \_\_\_\_\_ Date \_\_\_\_\_

Executed at \_\_\_\_\_ On \_\_\_\_\_  
City and State Date

Mailing address: \_\_\_\_\_

\_\_\_\_\_

**ORDER RE: CIVIL ASSESSMENT (COURT USE ONLY) ASSESSED AMOUNT \$ \_\_\_\_\_**

The Court having read and considered the Petition regarding the Civil Assessment pursuant to PC 1214.1, hereby makes the following order:

Defendant's Petition to Vacate is: GRANTED DENIED

GRANTED IN PART: Civil Assessment Reduced to \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_