

**\*\*\* NOTICE OF CIVIL ASSESSMENT AND RESOLUTION PURSUANT TO 40903VC \*\*\***

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN FRANCISCO**

850 Bryant St., Room 145  
San Francisco, CA 94103  
[www.sfsuperiorcourt.org](http://www.sfsuperiorcourt.org)  
(415) 551-8550 – Automated Telephone

Hours of Operation  
Mon. – Fri. 8:30 a.m. to 2 p.m.  
**YOU MUST BE AT A WINDOW AT CLOSING  
TO ENSURE SERVICE THAT DAY**

DATE OF THIS NOTICE:

CURRENT CITATION AMOUNT:

CIVIL ASSESSMENT AMOUNT:

TOTAL DUE:

VIOLATION:

DUE DATE :

CITATION NO. :

Regarding the infraction citation as detailed above, as of the date of this notice you have failed to respond, failed to appear at a scheduled hearing, or failed to follow a court order. To avoid having your case referred to collections, you must do one of the following prior to the due date above:

1. Call, appear in, or mail to, the address listed above to pay the TOTAL DUE listed above in full (which includes the Civil Assessment penalty pursuant to Penal Code section 1214.1), OR
2. **Within 20 days** of the date of this notice, appear in **Room 101, Window 8 at the address listed above (8:30am-1pm Mon-Fri)** to submit a Petition to Vacate Civil Assessment, with documentation supporting your failure to appear, and request that the court vacate the \$300 civil assessment added to your case under Penal Code section 1214.1. "Good Cause" is defined as written proof on the following grounds, including but not limited to: hospitalization or serious illness, incarceration, military duty or death of an immediate family member. You may also request an ability to pay determination regarding the fine.

**If you never responded to this citation or if you failed to appear at a scheduled hearing:** Pursuant to Vehicle Code section 40903 your case has been resolved and fines and fees are now due. If you appear and pay the fines and fees required **within 20 days** of the date of this notice you may request a Trial de Novo.

If you fail to take action, the Department of Motor Vehicles may be notified of your failure to appear, which may result in a hold and/or suspension of your driver's license pursuant to Vehicle Code section 40509.5 and the case may be referred to a collection agency resulting in property liens and/or wage garnishments. Further, Government Code Sections 12419.2, 12419.3, 12419.8 and 12419.10 give this office authorization to intercept your state tax return and/or any lottery winnings. Any outstanding balance may be reported to one or more credit reporting agencies.

Payments may be made by phone (if uncontested), mail or in person at the address above by cash, cashier's check, money order, or Visa/Mastercard. **DO NOT MAIL CASH.** Make cashier's checks or money orders payable to: San Francisco Superior Court.