

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF NEVADA**

**CHECKLIST AND INFORMATION SHEET**

**APPLICATION FOR REVIEW OF CIVIL ASSESSMENT AND/OR DELINQUENT FINE  
PAYMENT**

**Required documents:**

1. Completed application
2. Order with name and case number sections completed
3. Completed financial declaration
4. Supporting documentation for your request

A self-addressed, stamped envelope is not needed if you provide us with your email address on the form.

**What is a Civil Assessment?**

A Civil assessment (currently \$100) is imposed against anyone who does not pay a court-ordered fine by the due date. The Civil Assessment is added to and is separate from any fine and fees connected with your case.

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

A Judicial Officer will review your application and supporting documents within 10 days of receipt of the completed application. If the application for review is civil assessment is granted, the civil assessment will be removed. If the application is denied, the civil assessment remains on your case. Your case will then remain with Ventura Superior Court for collections. You will be notified of the Court's decision within 10 days of receipt of the completed application. If relief is granted, you will be given dates to comply. If you fail to comply with the due date(s), the delinquent fine will remain as previously ordered and the matter will remain with Ventura Superior Court for collections. You will be notified of the Court's decision by US mail or email. To ensure you receive the decision, it is important that you supply the Court with your correct physical address, email address, and telephone number. You must include a self-addressed, stamped return envelope.