

## VACATING ELIGIBLE MONETARY OBLIGATIONS OR CIVIL JUDGMENT INSTRUCTIONS: HOW TO COMPLETE THE PETITION

1. The form may be completed by the petitioner or the petitioner's attorney. An attorney is not required.
2. A petitioner can be:
  - a. Someone who had a case as a juvenile
  - b. A parent or guardian on behalf of someone who is still a juvenile
  - c. A parent or guardian who had monetary obligations imposed on them as part of their juvenile's case.
3. Complete the petition form **legibly**.
4. Sign the petition.
5. **You must file the original** of the petition with the court clerk in the county or court where the case was heard
6. **You must file a copy with the County or City Attorney** in the court where the case was heard.
7. The clerk will return one copy of the petition for **your records**.
8. In **BLACK OR BLUE INK**, please complete the form following the instructions below.

You must file a petition for each case you want eligible unpaid monetary obligations or unsatisfied civil judgment(s) vacated.

You must file the petition in the court that imposed the monetary obligations on you.

You may obtain your case number from paperwork you received as part of the case, or from the court that imposed the monetary obligations.

**Heading:** At the top of the form, please fill in your name, mailing address (if address is not protected), city, state, zip code, telephone number and email address. If you are an attorney filing on behalf of the petitioner fill in your State Bar Number.

Fill in the name of the court and county next.

Fill in the juvenile's first and last name as it appeared originally on the case on the line above "In the Matter of."

Fill in the juvenile's date of birth on the line above "Date of Birth."

Fill in the case number on the line after "Case Number."

## **PETITIONER’S INFORMATION**

Check the appropriate box to identify who the petitioner is.

Check “the person who was imposed monetary obligations as a juvenile” if this was your case as a juvenile.

Check “the person on behalf of juvenile” if you are the parent or guardian and your juvenile is under 18.

Check “parent/guardian on their own behalf” if you are a parent or guardian who had monetary obligations imposed on you as part of your juvenile’s case.

## **CASE INFORMATION**

Fill in the name of the court where you had your case. You may enter only one court name.

Fill in the type of charges/offenses that were on this case. If you are unsure, check the “Unsure” box.

## **ELIGIBLE MONETARY OBLIGATIONS**

Read through the list of monetary obligations that are eligible to be vacated, or removed, from your case. Then check the box at the top of the list.

**NOTE:** Unpaid victim restitution and unpaid base fine cannot be vacated, or removed, from your case.

## **ADDITIONAL INFORMATION FOR THE COURT**

This section is not required. If you want to make the court aware of something regarding this case or you, you can write in that information here.

## **DECLARATIONS AND ACKNOWLEDGEMENTS**

Read through this section.

Date and sign the petition. If your attorney or other representative completed the petition both you and the representative must sign it.