

# INFORMATION SHEET REGARDING YOUR COURT ORDER

You have been referred by the Court to the Department of Tax and Collections (DTAC) to complete a financial interview to determine your ability to pay the fines and fees ordered by the Court on your case. This interview will establish a monthly payment amount in order to pay your account in full over time. Please bring the following information with you to DTAC: proof of County aid, your current income tax return, or the last 2 current paycheck stubs (2 each for both yourself and your spouse). You will be asked to fill out a Financial Evaluation Statement. Please review your Court Docket to see which fines and fees you are ordered to pay. Please bring a copy of your Court Docket with you to DTAC.

## **FINES / TOTAL AMOUNT DUE**

If a fine has been ordered see: TOTAL AMOUNT DUE. This total includes a fine plus a PA (Penalty Assessment) imposed by the Courts for criminal, vehicle, or local ordinance offenses. The Court may also add an amount for the State Restitution Victim Fund.

## **JAIL / WEEKEND WORK (Penal Code 1209)**

If the court permits you to participate in the Weekend Work Program (WWP), then you will need to pre-book. WWP Pre-booking for both men and women is located at the Main Jail: 150 West Hedding Street, San Jose, CA. For information call (408) 535-4211.

## **ALCOHOL ABUSE EDUCATION AND PREVENTION (California Vehicle Code 23196)**

If you were convicted of a violation of Section 23152 or 23153 of the CVC you shall, in addition to any other fine or assessment, pay an alcohol abuse education and prevention penalty assessment in an amount not to exceed \$50.

## **DRUG PROGRAM FEE (Health & Safety Code 1132.7)**

If you were convicted of a violation of an offense involving controlled substances, you shall pay a drug program fee in an amount not to exceed \$150 for each separate offense.

## **DIVERSION PROGRAM – ADMINISTRATIVE FEE (Penal Code 1001.15 and 1001.16)**

If you were granted diversion under PC 1001.15 and 1001.16, you may be required to pay an administrative fee not to exceed \$500. This fee is separate from any diversion school fee you may be required to pay.

## **CONDITIONS OF PROBATION**

Whether you were placed on informal probation (to the Court) or formal probation (to the Probation Officer) you must pay all restitution, fine and fee obligations before the end of probation. You are expected to make regular payments, and any adjustment in your monthly payment schedule must be pre-approved by your DTAC representative. Failure to complete the payment of your financial obligations will result in your return to Court and the possible imposition of additional penalties.

### **Hours, Payments and Communication:**

#### **Department of Tax and Collections Office Hours:**

Telephone: Monday – Friday: 9:00 AM – 4:00 PM

In Office: Monday – Friday: 8:00 AM – 5:00 PM

To make an appointment, visit DTAC's website ([www.sccdta.org](http://www.sccdta.org)) or call 408-326-1000

#### **Send payment by mail\* and other communication to:**

Department of Tax and Collections

852 N. 1<sup>st</sup> Street

San Jose, CA 95112

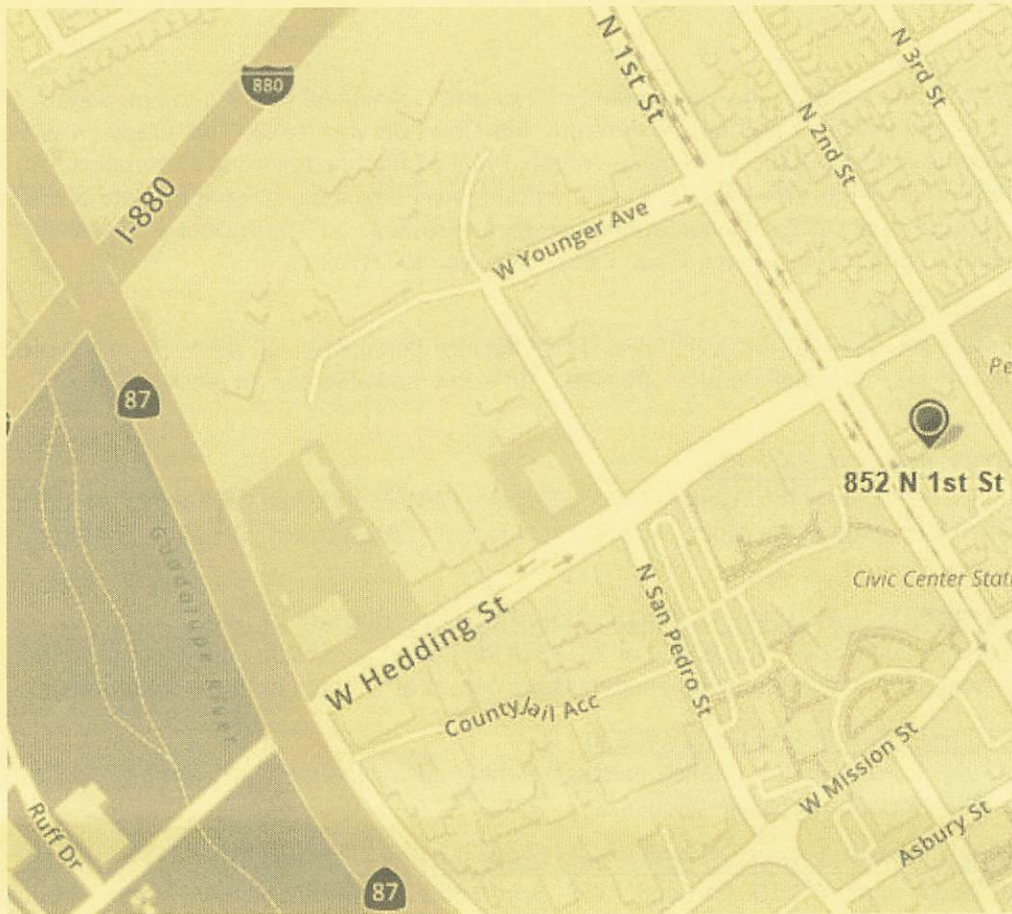
Please refer to our County Web Site ([www.sccdta.org](http://www.sccdta.org)) for payment options, including payment by phone.

**\*Include Court Docket number or account number on/with your payment.**

Make Checks payable to DEPARTMENT OF TAX AND COLLECTIONS.

Any questions you may have concerning your statement are to be directed to DTAC.

If you do not have a Probation Officer, call DTAC at (408) 326-1003. If you do have a Probation Officer, call (408) 435-2100.



**Diagram of 70 W. Hedding Complex (includes Hall of Justice, Juvenile Probation, Mail Jail, Sheriff's Office and County Government Center)**

