

Juvenile Justice Court Superior Court of California, County of Santa Clara

At the end of your case, the judge will order you to pay a fee. You *and* your parent or guardian must go to the Department of Revenue (DOR) within **30 days** to pay the fee. The fee may be to repay the county for the legal help you received or for your care when you were locked up. This is not the same victim restitution fee that the judge talked to you about in court.

Warning! If you do not do this, you will have to pay a fine (called a civil judgment). If that happens, the county can take money from your paychecks or put a lien on property that you own. Not paying on time will also be a violation of your probation.

Follow these steps:

- ① Make an appointment with DOR within 30 days.

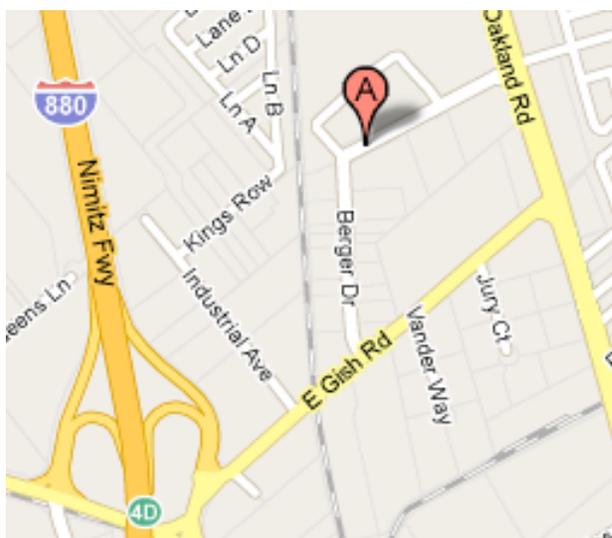
Tel: **(408) 282-3200**

Hours: 8 a.m. – 4:45, Mon–Fri. and
Tuesdays until 6:45 pm

The DOR office is located at:

County Government Service Center,
1555 Berger Drive, Building 2, 1st Floor
San Jose, CA 95112

Park in *Visitor Parking* areas to avoid a parking ticket.



- ② You *and* your parent or guardian **must** go to the appointment at the DOR. It will be faster and easier if you and your parents take these things with you:
 - ID
 - Papers from your court case
 - Proof of income, including: pay stubs, welfare, Social Security, or money from *any* source. The law says you **must** tell the DOR about all of your income.

DOR can help you in Spanish, Vietnamese, Farsi, and some other languages.
- ③ The DOR will decide how much you must pay based on your family's financial situation. If you do not have the money to pay, the law says your parents must pay it. (This is because you are not yet 18 years old).
- ④ You **must** pay the fee to the DOR. You can pay all at once or you can make monthly payments. You will not get another chance to make payments.

Important! If you have a problem with your payments, **contact DOR right away!** If you do not pay on time, you may have late fees and fines, and it may affect your probation.

Please read the attached flyer, *How to Pay Your Court Fees and Fines*.

How to Pay Your Court Fees and Fines

How do I pay what I owe the court?

The Department of Revenue lets you pay your court fees and fines:

- In person
- Drop box
- By phone
- By mail
- Online

Here's how:

- ① **In person** – Take cash, check, money orders, or Visa or MasterCard to DOR between 8:00 a.m. and 4:45 p.m. Go to:
1555 Berger Drive
Building #2, First Floor
San Jose, CA 95112
Exception! You cannot pay for victim restitution with a credit card.
- ② **Drop box** – Place your check or money order in the blue envelope along with the bottom half of your bill. Put it in the white drop-box outside of Building #2.
- ③ **Online** – Go to www.sccvote.org/portal/site/dor. Click on “Payment Information” on the left. You must pay with a credit card.
- ④ **By phone** – Call **1-xxx-xxx-xxxx**. The call is free, but there is a small processing fee. You may pay with a credit card or transfer money from a checking or savings account.
- ⑤ **By mail** – Send a check or money order and the bottom half of your bill to:
County of Santa Clara
Department of Revenue
P.O. Box 1897
San Jose, CA 95109-1897

What do I write on the check?

Make checks payable to: Department of Revenue. Write your DOR account number and name on the front of the check.

If you do not have your bill and you want to pay victim restitution **before** your fines and fees, write “Apply to Victim Restitution First” on the front of the check.

What envelope do I use?

Use the blue envelope that came with your bill. If you do not have that envelope, use a regular envelope, and put your check or money order inside along with the bottom half of your bill. Write your DOR account number and your full name on the check or money order.

Can I take a bus to the DOR office?

Yes. You can take the number 66 bus. The route and schedule is at: www.vta.org/schedules/SC_66.html

When will I get my DOR bills?

If your last name begins with A to L, you will get a bill around the *middle* of each month.

If your last name begins with M to Z, you will get a bill around the *end* of each month.

What information is on my bill?

Your *first* bill will list:

- The amount, name, and date of each charge
- The date the bill was mailed and the deadline for your payment (due date)

It will also have:

- Your account number
- Your client reference number
- The name and phone number of your DOR account representative
- Information about how to make payments and manage your account (*See back of bill*)

Your *later* bills will list new charges or payments, and any late charges.

What kinds of charges are on my bill?

You may have to pay for:

- Fines and fees
- Home electronic monitoring
- Victim restitution
- Juvenile Hall/County Ranch

What if I do not pay my bill on time?

Talk to your DOR representative *before* the due date. Your representative's name and phone number are listed on your bill. S/he may be able to help you.

If you do not pay on time, you will get a late notice in the mail. It is a different color from the regular bill. You may have to pay late charges or other fines.

What if I cannot afford to pay what I owe?

Ask for a financial hearing in Juvenile Justice Court. You can explain your situation at the hearing.

Questions or problems?

- Call your DOR account representative listed on your bill,
- Call your probation officer, or
- Visit: www.sccvote.org/portal/site/dor

If you have a problem with your payments, **contact DOR right away!** If you do not pay on time, the problem will get worse.

What will happen at the hearing?

The judge will listen to your case. After the hearing, the judge will decide how much you owe the court.

At the hearing, you have the right to:

- Explain your case
- Have a lawyer (If you want a lawyer but cannot afford one, the court must give you one for free)
- Bring witnesses and evidence
- **Get copies of** any evidence against you **before the hearing**
- See and hear any witnesses against you
- Have your lawyer question those witnesses

When will the judge decide?

The court must mail you its decision after the hearing.

The judge may:

- change your payment amount,
- not change your payment amount, or
- decide that you cannot afford to pay.

If the court gives you a lawyer, you may have to pay that lawyer's fees.