

**SUPERIOR COURT OF  
THE STATE OF  
CALIFORNIA,  
COUNTY OF YOLO**

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**Court Contact Information:**

Yolo Superior Court  
1000 Main Street  
Woodland CA 9569

Collections Dept. (530) 406-6703  
**Office Hours:** 8:00 am to 3:00 pm

Criminal Division  
(530) 406-6705  
**Office Hours:** 8:00 am to 3:00 pm

Traffic Division 2  
(530) 406-6702  
**Office Hours:** 8:00 am to 3:00 pm

California Service Bureau  
Representative at CSB (800) 491-1178

All Departments Open Monday – Friday  
Except Legal Holidays



COLLECTION PROCESS BROCHURE 03/16

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**Payment Center**  
1000 Main Street  
Woodland, CA 95695  
530-406-6703  
[www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov)

Fines and Fees  
Collections Process

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*Please Read and Keep This  
Brochure. It Explains The  
Payment Process, As Well  
As Your Responsibilities  
and Options.*

# HOW THIS PROCESS WORKS

## COURT ORDERED FINES



Fines ordered by the Yolo Superior Court are payable ***immediately and in full unless otherwise ordered by the Court.***

## AT SENTENCING



The judge will pronounce your sentence which could include fines and fees. You will be ordered to pay in full (forthwith), ordered monthly payments or to set up a monthly payment plan.



As part of a probation condition or probation order it is your responsibility to provide accurate personal information. You will fill out a monthly payment plan, completely, dating and signing the form. You will be required to submit income verification at the time of your request for reduced monthly payments.

## Monthly Payment Plan

Once you have been granted a payment plan, your first payment will be due forthwith or as ordered by Court.



You will receive monthly billing statements at the address you provided to the Court. You **MUST** notify the Court of a new address within 10 days & include a case number or account number on the payments. Write your case name as it appears on your case file.

You can mail your payments to:

**Yolo Superior Court  
Court Collections Division  
P.O. Box 2085  
Woodland CA 95776-2085**

Or you may pay in person at:

**1000 Main Street  
Woodland CA 95695**

**8:00 am to 3:00 pm Monday - Friday**

Payments Accepted: Cash, Money Orders, Cashier Checks, Personal Checks, Traveler's Checks, Most Credit Cards, Debit Cards with a VISA logo. (A Convenience Fee Applies)

**If you are unable to make a scheduled payment it is very important that you contact the Payment Center before your due date. It is your responsibility to pay each month regardless of not receiving a statement.**

## YOUR ABILITY TO PAY

If there is a change in life (you become unemployed or you become ill, for example) so that you will not be able to make your scheduled payments, please contact the Court Collections Division ***immediately.*** 530-406-6703.

## COLLECTION ACCOUNTS

If you miss your scheduled payment and do not contact the Court Collections Division your account will be delinquent and may be subject to formal collections.

Your account will be in a Failure to Pay status, be given a Civil Assessment Fee; a DMV administrative hold will be placed on your Driver's License (if applicable) and referred to formal collections agency, California Service Bureau (CSB).

**Once your account is referred to CSB (California Service Bureau), you will be contacted by them via a letter or phone call. You may also incur additional fees.**

**Additionally, your income tax refund can be intercepted through the Franchise Tax Board.**