
Superior Court of California, County of Sonoma
Fiscal Services Division
PAYMENT INFORMATION AND INSTRUCTION SHEET

You have been ordered by the Court to pay a fine and/or fees. **Payments must be made to the Court as outlined on your Court minute sheet.** You may pay by cash, personal check, money order, or cashier's check. Payments may be made in person at Room 106-J, or you may mail your payments to:

Sonoma County Superior Court
Fiscal Services Division
600 Administration Drive, Room 106-J
Santa Rosa, CA 95403

Statements: Monthly billing statements are sent at the beginning of each month. If you do not receive your statement by the 15th of the month, come in to the Court to make your payment or mail your payment to the address above. **Please make all checks and money orders payable to SONOMA COUNTY SUPERIOR COURT and clearly print your case/account number on the face of your check or money order. DO NOT MAIL CASH.** Cash payments are **ONLY** accepted over the counter.

Advance Payments: You may pay in advance as many months as you wish. Please note that a monthly statement will still be mailed to you. Disregard the billing statement if you paid early. Please maintain your own records on advance payments.

Accounts Receivable Processing Fee (ARPF): When ordered by the Judge, all time accounts are assessed a \$35.00 ARPF. This fee can **ONLY** be waived if you pay your time account over the counter **IN FULL** the **SAME DAY** as your court appearance.

Credit/Debit Card Payments: Payments can be made by credit or debit card by any of the following options. A convenience fee will be charged by the service provider.

- Via phone, call 707-521-6680
- Via Internet web site @ www.sonomasuperiorcourt.com

Please note that your time account may take up to 4 weeks from your court date to enter our computer system and cannot be paid by phone or Internet before it is set up in the computer system.

ALL CHECKS RETURNED BY YOUR BANK FOR NON-PAYMENT WILL BE ASSESSED A \$30.00 RETURNED CHECK FEE. THE COURT WILL NOT ACCEPT PAYMENT BY PERSONAL CHECK ON ANY OF YOUR ACCOUNTS FOR A PERIOD OF AT LEAST ONE YEAR.

❖❖ DELINQUENT ACCOUNT INFORMATION ❖❖

If you are unable to pay your fine as ordered by the Court, please come to the Fiscal Services Division before your account becomes delinquent for information regarding time account modification options.

Upon delinquency, the following may occur:

- A civil assessment delinquency fee of up to \$365.00 may be added to your account.
- The entire balance of the account, including the civil assessment, may become due and payable forthwith.
- Your account may be referred to a private collection agency.
- A warrant for your arrest may be issued for failure to pay as ordered by the court.

In addition, the following actions may be taken:

- A hold may be placed on your driver's license which may result in the suspension of your driving privileges.
- Interception of personal California State tax returns
- Delinquent account information may be forwarded to credit agencies which could affect your future credit rating.
- Wage and bank account garnishment