



Chambers of
Charles Margines
PRESIDING JUDGE

Superior Court of California County of Orange

700 CIVIC CENTER DRIVE WEST
SANTA ANA, CA 92701

**Superior Court of California
County of Orange
ADMINISTRATIVE ORDER NO. 16/04
ORDER FOR COLLECTIONS DEPARTMENT AUTHORIZATION**

This Administrative Order authorizes the Collections Department to grant extensions and traffic school after a delinquency notice is mailed, but prior to imposing a civil assessment, when specific circumstances apply and/or conditions are met.

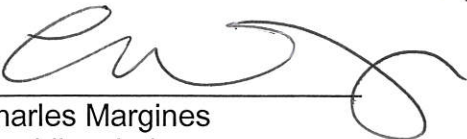
IT IS ORDERED that in all cases where a Delinquency notice has been mailed for Failure to Appear, but prior to a Civil Assessment being imposed, Collections staff have the authority to grant extensions or traffic school as requested under the following guidelines:

The Collections Unit shall handle such cases consistent with the following:

1. A total of two extension requests or otherwise authorized number in accordance with prevailing Operations procedures, may be granted. Total is to include any extension granted prior to the mailing of a delinquency notice.
2. Traffic school requests may be granted as long as the total due is paid in full at the time of the request.
3. Those requesting a payment plan for traffic school once case is deemed delinquent will be referred to court.

This Administrative Order is made pursuant to California Constitutional provisions and California Rules of Court (CRC) in accordance with Government Code 68070, CRC 6.603(c)(11), CRC 981(a)(2), and CRC 5.500.

IT IS SO ORDERED this 4th day of March 2016, at Santa Ana California.


Charles Margines
Presiding Judge