

**SECTION 1: BASIC DETAILS** (Fill out in advance or after the fact; only need to fill out once per packet)

Today's Date: \_\_\_\_\_  
 County: \_\_\_\_\_ Number of Courtroom: \_\_\_\_\_  
 Name of Judge: \_\_\_\_\_ Assistant District Attorney(s): \_\_\_\_\_

**SECTION 2: DEFENDANT DEMOGRAPHICS**

<b>Name</b>				
<b>Perceived Sex</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-Binary	<input type="checkbox"/> Other/Unsure/Notes:
<b>Perceived Race</b>	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Latinx	<input type="checkbox"/> Other/Unsure/Notes:
<b>Language</b>	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other / Unsure / Notes:	

**SECTION 3: COURT PROCEEDING**

**What were the underlying charges that led initially to the imposition of fines or fees?**

Driving Under the Influence (DUI)                       Misdemeanor: \_\_\_\_\_  
 Speeding     Felony: \_\_\_\_\_  
 Driving Without Registration or Insurance               Other/Unsure/Notes: \_\_\_\_\_  
 Driving Without a License / Suspended License  
 Other Traffic Offense

**What financial obligations were imposed?**

Fines       Fees       Costs       Restitution       Other/Unsure/Notes:  
 \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

<b>Was there defense counsel?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If counsel was present, was counsel a public defender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
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Is the person asking the court to consider their ability to pay prior to the court imposing fees or were the fees previously imposed on the person at an earlier court date?

Fees being ordered for the first time today  
 Fees previously imposed  
 Unsure

Did the person or defense counsel provide the court with the AOC 415 form or otherwise ask the court to reduce the fine or fee, for a fee waiver, or for the option of community service in lieu of payment?     Yes     No  
 Notes:

Did the judge ask questions or consider written documentation (AOC 415 form) concerning the person's financial circumstances, dependents, employment status, efforts to secure resources, or limitations on her efforts to earn money?  Yes  No

**SECTION 4: HEARING RESOLUTION****How was the hearing resolved as it relates to financial obligations?**

(check any and all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Judge provided an extension of time to pay.                                      | <input type="checkbox"/> Judge substituted fines and fees with community service, skills training, drug treatment, mental health counseling or another alternative to jail. If so, please describe: |
| <input type="checkbox"/> Judge set a date by which individual must pay or face _____ number of jail days. |   |
| <input type="checkbox"/> Judge reduced fines or fees.   |   |
| <input type="checkbox"/> Judge waived unpaid fines and fees.  | <input type="checkbox"/> Other/Unsure/ Notes:   |
| <input type="checkbox"/> Judge ordered jail time corresponding to amount owed.                            |   |

Were you able to hear the proceedings? If not, who were you unable to hear?

Additional notes on the behavior of judge, probation officer, defense counsel, court clerk, and others: