



## City of Santa Clarita Community Court

### Restitution Guidelines and Process

1. If a court participant is responsible for paying restitution, the amount owed is determined by Los Angeles County Sheriff's Department (LASD) "bailiff" and documented in the criminal report prior to being referred to the Community Court program staff.
  - Documents that support a restitution order include receipts/proof of payment.
  - Estimates may be considered in the case of extreme financial hardship for either participant or victim if approved by the Recreation and Community Services Administrator.
  - If there are multiple defendants involved in a case, bailiff will confirm all defendants will split the final amount and note amounts in the case files.
2. Bailiff informs participant(s)/their parent(s)/legal guardian(s) of the restitution amount owed and informs them of the process.
3. Court program staff confirm participant(s)/their parent(s)/legal guardian(s) is aware of the restitution amount and requirement during the intake meeting.
  - a. If a court participant(s)/parent(s)/legal guardian(s) has not been informed of restitution owed prior to being referred to court program, staff will return the case to the bailiff and ask bailiff to update participant(s)/parent(s)/guardian(s).
4. If a participant makes a restitution payment prior to the Court intake meeting, participant can provide proof of payment (receipt, paid invoice, etc.) to program staff and no further action is required. An example of this is when a juvenile is detained for robbery at a retail store and pays the store directly for the items taken.
5. If restitution has NOT been paid prior to participating in the program, a participant has two options:
  - A. Submit payment to the bailiff at the Sheriff's Department who will ensure the victim receives the payment.
  - B. Submit a check or money order to program staff in an envelope. Program staff will give the payment to LASD who ensures victim receives payment.
    - *When the City of Santa Clarita is the victim in a case, participants make payments directly to the Cashier at City Hall.*
    - *Restitution payments must be made during the participant's "probationary" period as determined during court sentencing.*
    - *In the case of financial hardship, payment arrangements can be made.*