

How to Appeal a Parking Citation/Ticket

Parking citations are civil penalties which are the joint and several liabilities of both the owner and operator of the vehicle. Once a citation is issued, it is up to the driver or owner to respond to the facts presented on the citation. There are three (3) levels of appeal/review. Each step in the appeal/review process must be taken in order and initiated within strict timeframes. No step can be skipped in favor of jumping to another step.

Step 1 - Administrative Review

The first step is an Administrative Review to determine if the citation was validly issued. This allows the agency to dismiss the citation if there are facts, events or circumstances which were unknown to the issuing officer that may affect the validity of the citation. The issuing agency may also feel that extenuating circumstances make dismissal of the citation appropriate in the interest of justice. Pursuant to State law, requests for Administrative Review must be received (postmarked) within 21 days from the date the citation was issued, or within 14 days of the mailing of the *Notice of Illegal Parking*.

Common reasons that DO NOT support dismissing a citation are:

- I was only in violation for a minute.
- I did not know that I could not park there.
- I think the fine is too high.
- I did not see the sign or curb markings.
- I cannot afford to pay the fine.

The owner and driver of the vehicle are both responsible for the parking citation and bear the burden of proof when contesting the citation. Notice of the decision will be mailed to you regardless of the outcome and further instructions given if necessary.

Persons appealing their citations may present anything they wish to support their position that the citation should be dismissed. This may include statements, charts, diagrams, photographs, drawings, maps or receipts just to name a few. It is also important that the citation number, vehicle license plate number and state be included with the request. We suggest you retain printed copies of your online request for appeal for your records.

Step 2 - Administrative Hearing

If your appeal is denied at the first stage, you can present your appeal to an Administrative hearing officer. State Law requires that the fees due on the citation be deposited at the time the hearing request is made. The Campus will present a copy of the citation and any additional statements, photos, etc. provided by the officer in support of the citation. We encourage your attendance at the hearing in case the hearing officer has any questions. However, if you are unable to attend, the hearing officer will review all the information presented and make a

decision. If you make an appointment to attend a hearing and do not show up or cancel 24 hours in advance the citation will automatically be upheld.

When Campus and Parking Services is notified of the hearing officer's decision, we will mail a decision notice via certified mail. Should the citation be dismissed, the Campus will refund your fee deposit. If the decision of the hearing officer is not to your satisfaction, the decision can be appealed to Superior Court.

Step 3 - Superior Court Appeal

The Administrative hearing officer's decision can be appealed to the Superior Court. When doing so, a \$25 Civil Court Filing Fee must be paid. The Court takes a fresh look at the facts surrounding the issuance of the citation, and the materials presented in support of having the citation dismissed. Once a decision has been given by the Court, there is no further appeal. The Court's decision is final. If the citation is upheld, the Court keeps the \$25 Civil Court Filing Fee and the Campus keeps the citation fees previously deposited to satisfy the citation. However, if the citation is dismissed, the Campus refunds the \$25 Civil Court Filing Fee and the fees deposited on the citation.