



Parking Management Bureau

One University Circle • Turlock, CA 95382

ADMINISTRATIVE HEARING PACKET

Your Administrative Review has been completed. _____ has found your citation(s) valid, and therefore you are liable for any penalties and fees owed.

SHOULD YOU CHOOSE TO FURTHER CONTEST YOUR CITATION(S), THE FOLLOWING PROCESS APPLIES:

If you do not agree with the Initial Administrative Review decision, you may request a mail-in, in-person, or telephone review of your citation(s) by a Hearing Examiner. The request for a Hearing Examiner's review must be made within 21 days of the mailing of the Initial Administrative Review decision. You must provide a written explanation (form enclosed) detailing why you wish to request an administrative hearing. The form "Statement of Rights & Responsibilities" should be read and signed. **If you request an administrative hearing, you must deposit the full penalty amount of the parking violation.** Should the Hearing Examiner find you not liable for the parking violation(s), the full amount will be refunded to you. If you are found liable, the Parking Management Bureau will retain the deposited amount. The Hearing Examiner's decision will be mailed to you.

IMPORTANT NOTICE

There are no provisions under law to conduct administrative reviews or administrative hearings if statutory time limits for filing appeals are not met. If the time frames outlined above are not met, all parking penalties and late fees must be paid. There is no appeal if your request for review is late. If you have any questions, please write the Parking Management Bureau at the above address or call (209) 667-3702 or (800) 700-4417.



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REQUEST FOR ADMINISTRATIVE HEARING

An Administrative Hearing may be requested in person, by phone, or in writing. Please be specific when explaining why you feel that dismissal of the citation is warranted.

Please designate how you would like your hearing to be conducted:

In Person By Phone In Writing

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Issuing Agency: _____

Citation Number: _____ Date Issued: _____

Violation: _____ Vehicle License: _____

I wish to dispute the parking citation(s) issued to me for the following reasons:

Signature: _____ Date: _____



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ADMINISTRATIVE HEARING STATEMENT OF RIGHTS & RESPONSIBILITIES

In accordance with the California State Vehicle Code you have been granted an Administrative Hearing for the adjudication of a parking violation(s). The purpose of the hearing is to dispute the validity of the citation issued for parking violation(s). The Hearing Examiner will make her/his decision based on all evidence presented.

Be advised that:

1. All hearings may be recorded.
2. The Hearing Examiner will only consider for disposition those citations which have been prepared for hearing at this time.
3. If you are not the registered owner of the vehicle in issue you must state your reason for appearing.
4. You will be asked to make one of the following:
 - (a) Admit liability
 - or
 - (b) Deny liability
5. You must bring with you to the hearing any and all evidence you plan to submit which as a whole shows that the citation in question was not validly issued. Such evidence includes, but is not limited to: records; documents or testimony of witnesses; photographs of the location where the vehicle was parked showing relevant signs posted or curb striping.
6. You are to remain in the hearing room until your hearing is completed. If you should leave prior to the completion of your hearing you will forfeit the full deposited penalty amount.
7. You have the right to appeal with the county court system the final determination of the Hearing Examiner within thirty (30) days from the mailing date of the hearing decision. **To file a court appeal, contact the Parking Management Bureau. The court assesses a twenty-five dollar (\$25.00) filing fee to process an appeal. Upon receiving notice of an appeal, the Parking Management Bureau will place a temporary suspend on the parking citation(s) in question. The court will notify you of your hearing date.

I have read the above procedures and conditions and acknowledge my rights and responsibilities under the terms of the California Vehicle Code and the Parking Management Bureau for the adjudication of parking violations.

Signature _____ Date: _____