

**CITY OF SANTEE**

10601 Magnolia Avenue, Santee CA 92071

**REQUEST FOR ADMINISTRATIVE HEARING OF  
PARKING VIOLATION**

**Please read HOW TO CONTEST A PARKING CITATION before completing this form**

I **CONTEST** the below listed parking citation and request an Administrative Hearing on this matter as follows (please choose Option A or B):

**OPTION A - HEARING BY MAIL**

\_\_\_\_\_ BY MAIL. I hereby file with the City of Santee a written statement setting forth my version of the circumstances surrounding my citation. The officer who issued the citation will be notified to file a written statement setting forth why he/she did so. Both statements and the citation will form the basis of the Hearing Examiner's decision. I understand that if I fail to submit my statement, the decision will be based solely on the information provided by the City of Santee.

**OPTION B - HEARING IN PERSON**

\_\_\_\_\_ IN PERSON. I understand that the officer who issued the citation will file a written statement. At the time of the hearing, I will be given a copy of the officer's statement. After I have read the statement, I may give any explanation I may have. I understand that I must appear at my hearing, and that if I do not appear at the hearing, the decision will be based solely on the information provided by the City of Santee.

I have read the "Statement of Rights and Responsibilities" form provided herewith.

Date \_\_\_\_\_  
(please print) Name of Contestant \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Contestant's Signature \_\_\_\_\_

\*\*\*\*\*

**FOR SHERIFF'S USE ONLY:**

A hearing for the below listed case has been calendared. Please forward three copies of the citing officer's statement to the City of Santee Finance Department by: \_\_\_\_\_.

Citation Number \_\_\_\_\_ Citation Date \_\_\_\_\_

Officer \_\_\_\_\_ Badge # \_\_\_\_\_

Attention Officer: Please return one copy of this notice with your statement copies

# STATEMENT OF RIGHTS & RESPONSIBILITIES

## For Parking Violation Administrative Hearing

Instructions: Read and sign this form if "Option B - Hearing in Person" is selected. Return a copy to the City of Santee along with your Request for Administrative Hearing. Bring a signed copy to your hearing. You will be notified when a hearing date is set.

You have exercised your right to an **Administrative Hearing** for the purpose of contesting this matter. The Hearing is held before independent and neutral Hearing Examiner. The proceedings are informal and rules regarding the admissibility of evidence will not be strictly applied. The Hearing Examiner will make a decision based on all the evidence produced. No special accommodations are available to individuals with any condition that may limit them from participating in the hearing. If you require any assistance, please plan to provide it.

Hearings are conducted every third Friday in the Security Services Office at Grossmont College, 8800 Grossmont College Drive, El Cajon, California. **Bring a signed, dated copy of this "Statement of Rights & Responsibilities" form.** Use the Fanita Drive entrance to the campus. Park in Lot 5, Entrance E, on the East side of the campus.

**PLEASE BE ADVISED THAT:**

1. All hearings are recorded.
2. If you are not the registered owner of the vehicle in issue, you must state your reason for appearing.
3. The Hearing Examiner will decide only those citations that are prepared for hearing at this time.
4. An original or true copy of a citation that contains all material information is sufficient to establish that the violation occurred, unless disproved by evidence to the contrary. The issuing officer will not be required to be present at the hearing.
5. You have the obligation to show by a preponderance of the evidence (that is, by evidence that has more convincing force and the greater probability of truth than that opposed to it) that the citation in question was not validly issued. Such evidence may include, but is not limited to, records, documents and/or testimony of witnesses. Bring all of your evidence with you. Your hearing cannot be continued to obtain additional evidence.
6. You are to remain in the hearing room until your hearing is completed. If you should fail to appear or leave prior to the completion of your hearing you will be considered in default and a decision will be made on the evidence already in the record.
7. You have the right to seek review of the final determination of the Hearing Examiner within 20 calendar days from the mailing of the Hearing Examiner's decision by filing an appeal with the local Municipal Court.

***I have read the above and understand my right and responsibilities***

Date: \_\_\_\_\_ Contestant's Name: \_\_\_\_\_  
please print

Violation No. \_\_\_\_\_ Contestant's Signature \_\_\_\_\_  
\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
Revised 11/2000