

REQUEST FOR ADMINISTRATIVE REVIEW OF NOTICE OF PARKING VIOLATION

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

Request Date: _____ Citation Number: ST _____

Violation Date: _____ Vehicle License No. _____

Name : _____

Mailing Address: _____

(City, State, and Zip Code)

Daytime Phone: _____

Registered owner's information if different from above:

Name: _____ Daytime Phone: _____

Address: _____

This request must be made within 21 days of the issuance of a Notice of Parking Violation or 14 days of the mailing of a Notice of Delinquent Parking Violation per California Vehicle Code 40215(a).

List below all pertinent information as to why you believe this parking violation should be dismissed. Attach any supporting documents.

I hereby affirm and certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

Contestant's Signature: _____

FOR OFFICIAL USE ONLY

Parking Violation: [<input type="checkbox"/>] UPHELD	[<input type="checkbox"/>] DISMISSED
_____ Stolen Vehicle	_____ Error in Vehicle Identity
_____ Imperfect Citation	_____ Improper Application of Law
_____ Other _____	
_____ Upheld – No Grounds For Dismissal	Penalty Amount: _____
Authorized Signature: _____	Date Reviewed: _____
Date Mailed: _____	

CITY OF SANTEE

HOW TO CONTEST A NOTICE OF PARKING VIOLATION

Section 40215 of the California Vehicle Code provides the procedure to contest a Notice of Parking Violation, also known as a Parking Citation. **You must file an application to contest a parking violation within 21 calendar days from the date of the violation.**

Summarized below are the steps required to contest a parking citation.

STEP 1 – ADMINISTRATIVE REVIEW

The first step in contesting a parking citation is the Administrative Review. Complete the Request for Administrative Review of Notice of Parking Violation and return it to the Finance Department located at 10601 Magnolia Avenue, Santee, CA 92071. Be sure to include all necessary information to support your request. It is important that you provide an accurate mailing address and daytime telephone information so we may contact you if additional information is needed. After submitting your request, you will be notified in approximately four weeks if the citation is dismissed or upheld. If the citation is dismissed, no further action is necessary and the citation is closed. If the citation is upheld, you will be required to pay the penalty amount or you can request an Administrative Hearing, which is explained in Step 2 below.

Step 2 – ADMINISTRATIVE HEARING

If the citation is upheld and you do not agree with the Administrative Review decision, the next required step is an Administrative Hearing. You will be required to post as bond the penalty amount before and Administrative Hearing can be scheduled. Complete a Request for Administrative Hearing of Notice of Parking Violation form on which you will indicate your choice of one of two options: A) HEARING BY MAIL or B) HEARING IN PERSON. An impartial Hearing Officer holds hearings at the University of San Diego, School of Law on a bi-monthly basis. If you request a HEARING BY MAIL, you will not be required to appear. If you request a HEARING IN PERSON, you will be required to appear. We will notify you when the next available hearing is scheduled. Once the Hearing Officer makes a decision, you will be notified by mail of the ruling. If the violation is dismissed, you will receive a refund of the deposited penalty amount and the citation will be closed. If the citation is upheld, you will be required to pay a \$25.00 Administrative Hearing Fee. The citation will not be closed until all fees are paid. If you disagree with the Hearing Officer's decision, you can request an Appeal to the Civil Court.

STEP 3 – APPEAL TO THE CIVIL COURT

The third and final step is the Appeal to Civil Court, which is held before a magistrate at the San Diego County Courthouse. You cannot appeal to the Civil Court until you have completed both and Administrative Review and an Administrative Hearing. You will be responsible for paying the \$25.00 filing fee payable to the court. If the court dismisses the citation, the City of Santee will refund all monies previously paid.

If you have further questions, please contact the City of Santee Finance Department at (619) 258-4100, extension 146.