

# 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, or to the Santee Sheriff's Station located at 8811 Cuyamaca Street. 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 an 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 Grossmont College Police Department on the third Friday during the months of January, April, July, and October. 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 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 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 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 in El Cajon, CA. You can not appeal to the Civil Court until you have completed both an Administrative Review and an Administrative Hearing. You will be responsible for paying the \$25.00 court filing fee and all amounts currently due for the outstanding parking violation before a court date will be set. If the court dismisses the citation, City of Santee will refund all monies paid.

If you have further questions, please contact the City of Santee Finance Department at (619) 258-4100, extension 144.