



Mobility Services

1260 Chorro Street, Suite B, San Luis Obispo, CA 93401-3218

805.781.7230

slocity.org

REQUEST FOR ADMINISTRATIVE HEARING OF NOTICE OF PARKING VIOLATION

This request must be made **after** completion of an Administrative Review and within 21 days of the mailing of the results of the review. You must include payment of the penalty amount with this form.

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

PLEASE PRINT CLEARLY AND LEGIBLY IN INK

Date Citation Received	Citation #	Vehicle License Plate #
Name	Daytime Phone #	Evening Phone #
Address (#, Street, City, State, Zip)		
Email		

OPTION A – HEARING BY MAIL

___ BY MAIL. I hereby file with San Luis Obispo Parking Services a written statement setting forth my version of the circumstances surrounding this citation. The Hearing Examiner will review the citation and any documentation or evidence available from San Luis Obispo Parking Services, provided by me or found due to their own investigation to form the basis of their decision. I understand that if I fail to submit my statement, the decision will be based solely on the information provided by San Luis Obispo Parking Services.

OPTION B – HEARING IN PERSON

___ IN PERSON. 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 San Luis Obispo Parking Services or found during the Hearing Examiner’s own investigation.

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

Appellant’s Signature: _____ Date: _____

Results of your appeal are provided via USPS first class mail. Failure to fill in accurate and/or complete address information may result in failure to receive your appeal decision letter.



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STATEMENT OF RIGHTS & RESPONSIBILITIES

For Parking Violation Administrative Hearing

You have exercised your right to Administrative Hearing for the purpose of contesting this matter. The Hearing is held before an 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 decide based on all the evidence produced. Special accommodations are not 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.

PLEASE BE ADVISED:

1. You are required to post as bond the penalty amount before an Administrative Hearing can be scheduled.
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 30 calendar days from the mailing of the Hearing Examiner's decision by filing an appeal with the San Luis Obispo Superior Court.



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DECLARATION OF FACTS

For Parking Violation Administrative Hearing

Instructions: Use and sign this form if Option A – Hearing by Mail is selected. Return a completed and signed copy to the San Luis Obispo Parking Services along with your Request for Administrative Hearing.

Note: Your statement should be brief and concise and directly to the point. It should outline the facts as you feel they exist and be set forth as you would explain them to the Hearing Examiner if you were appearing in person.

Appellant's Name: _____ Citation #: _____

Statement:

Executed under penalty of perjury at _____, on _____
(City) (Date)

Appellant's Signature: _____