

# PARKING TICKET APPEAL FORM

## STEP 1

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_ CITATION # \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ DATE OF TICKET: \_\_\_\_\_

\_\_\_\_\_ PERMIT #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PLATE #: \_\_\_\_\_

\_\_\_\_\_ ISSUER ID: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_ VIOLATION(S): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ TOWED - YES \_\_\_\_\_ NO \_\_\_\_\_

The Appeal is a process in place for use by those who wish to dispute a parking ticket they have received. This process allows for the resolution of any misunderstanding regarding the parking rules and regulations. The process is an administrative hearing comprising of two steps, the first of which is the written appeal. The written appeal affords the opportunity to explain the circumstances that made it necessary to park in violation. The Parking Services Manager will review the appeal and provide a written response. Step 2 of the appeals process, should you chose to pursue it, is an opportunity for an oral appeal to explain why you feel the decision of this Step 1 appeal was unreasonable or arbitrary, or not supported by appropriate fact.

Step 2 appeal requests must be filed within 10 days of receiving this decision. The request for the Step 2 appeal must be in writing and submitted on the Step 2 Appeal request form available in the Parking Services Office or on-line at [parkingservices@umit.maine.edu](mailto:parkingservices@umit.maine.edu). The appellant will be notified in writing of time and place of a Step 2 hearing. In considering a Step 2 appeal, the Manager may uphold his original decision; dismiss the violation; or find the individual responsible of some lesser violation. Written notification of the Step 2 Appeal decision will be sent to the address provided on the Appeal Request form. If a Step 2 appeal is denied, the appellant (if not a student) has ten calendar days, from the date of the Step 2 decision notice, to pay the fine. PLEASE NOTE...even if you are appealing a parking violation please be aware that the fine will be submitted to your student bill. Should the outcome of your appeal be in your favor, the amount of the parking violation will be refunded to you through the Bursar's Office.

Nature of the appeal—in the space below, state with clarity all reasons and basis of appeal. Please use space on reverse side if necessary.

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I hereby certify that the above is a true and accurate statement of my appeal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_