

# PARKING TICKET APPEAL FORM

## STEP 2

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

CITATION # \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ STEP 1 DECISION DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

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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 here on-line. The appellant will be notified in writing of time and place of a Step 2 hearing. The appellant need not be present at the Step 2 hearing; the appellant's absence may not prejudice the decision reached by the Manager.

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. 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: \_\_\_\_\_