



# Administrative Hearing Request Form



I would like my hearing to be conducted:  In Person  In Writing

Name: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Address: \_\_\_\_\_ Ticket Date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Vehicle License: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Violation: \_\_\_\_\_

**ATTACH ALL EVIDENCE YOU PLAN TO SUBMIT WHICH SHOWS THAT THE TICKET IN QUESTION WAS NOT VALIDLY ISSUED.**  
(I.E.: copies of parking permits; disabled placards; documents or testimony of witnesses; photographs showing relevant signs posted or curb striping)

**I wish to dispute the parking ticket issued to me for the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IF MORE ROOM IS NEEDED PLEASE ATTACH A SEPARATE SHEET OF PAPER)

## **Check Deposit Required**

**(Failure to submit the required deposit in the full fine amount will automatically result in a valid determination)**

My check in the amount of \$\_\_\_\_\_ is attached. I understand that my check will be held in the Administrative Hearing Office until a final decision is rendered. Should the ticket be dismissed, the full fine amount will be refunded to you. If the ticket is found valid the Parking Management Bureau will retain and deposit the check.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit completed form with your check in the amount of the fine to:

Parking Management Bureau  
One University Circle  
Turlock, CA 95382

### FOR OFFICIAL USE ONLY

#### ADMINISTRATIVE HEARING OFFICER DECISION

Ticket Dismissed

Ticket Valid

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_