



City of Modesto

Parking Citation Office
P.O. Box 3063
Modesto, CA 95353
(209) 571-5140

REQUEST FOR INFORMAL REVIEW OF CITATION

DATE:

NAME:

ADDRESS:

CITY: STATE: ZIP:

HOME PHONE NO: WORK PHONE NO:

CITATION NO. DATE ISSUED:

VEHICLE LICENSE NO. STATE:

LAST 4 NUMBERS OF VEHICLE IDENTIFICATION NUMBER (VIN):

Please state why you believe the citation should be dismissed:

(If more space is needed, continue on separate piece of paper)

THIS STATEMENT IS TRUE AND CORRECT: (SIGNATURE)

DO NOT WRITE BELOW THIS LINE - FOR AGENCY REVIEW ONLY

CITATION DISMISSED

AGENCY REVIEW RESULTS

REVIEW DATE:

CITATION VALID. THE FINE MUST BE PAID. Failure to appeal or pay the fine within 21 calendar days of the "Proof of Service by Mail" date will result in the loss of your option to dispute this citation any further. The fine will be increased with late fees according to law.

REASON:

## IMPORTANT NOTICE

If your request for a review does not meet the time frames listed your option to dispute the citation will be forfeited and you will be liable for payment of the parking violation and any delinquent fees.

## HOW TO CONTEST A PARKING VIOLATION

- A. If the City's informal review of your parking citation found you liable for payment, you must pay the fine or request a formal review with a Hearing Examiner. To request a formal review, contact the City of Modesto at the phone number listed below.
- B. The request for a formal hearing must be made **within 21 calendar days** of the City's initial decision. The formal review can be done by mail or in-person before the Hearing Examiner. Prior to any formal review, you will be required to deposit the full amount of your parking citation. If the Examiner renders a decision in your favor, this money will be refunded to you. If you are found liable for payment, the City will retain the deposited money.
- C. Following the formal review of your citation, the Hearing Examiner's decision will be mailed to you, within 10 days of the date of the hearing.
- D. If you do not agree with the decision, you may request a civil review by the Municipal court. This request must be made **within 20 calendar days** of the mailing of the Hearing Examiner's decision to you.
- E. Before the court will schedule a date, you will be required to pay a \$25 filing fee. If the court renders a decision in your favor, the parking violation penalty and the \$25.00 filing fee will be refunded to you.
- F. **The judgement by the Civil Court is final.**
- G. When a civil judgement is rendered, the Department of Motor Vehicles and/or other collection agencies will be notified of said judgement for the purpose of collection of any penalties not paid.

## FOR MORE INFORMATION

If you have any questions, contact the City of Modesto Parking Citation Office at (209) 571-5140. You may also write: City of Modesto Parking Citation Office, P.O. Box 3063, Modesto, CA 95353.