



Administrative Hearing Request Form

Name

Address

Email

Citation Number

Citation Date

I would like my hearing to be conducted:

In Person

In Writing

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)

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, Cal Poly Humboldt will retain and deposit the check.

Signature

Date

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

Transportation & Parking Services - Administrative Hearings

1 Harpst Street

Arcata, CA 95521

FOR OFFICIAL USE ONLY

ADMINISTRATIVE HEARING OFFICER DECISION:

☐ Ticket Dismissed

☐ Ticket Valid

If you are not satisfied with the decision of the Hearing Examiner, you may file an appeal at the Humboldt Court, Traffic Division within 30 calendar days after the mailing of the Hearing decision. An administrative fee shall be paid to the court at the time of filing. This fee, and any penalty, will be refunded if you prevail.

** This requirement may be waived if you can provide verifiable and substantial proof of your inability to deposit the full amount by completing the Request for Waiver of Parking Penalty Deposit form.*