PARKING VIOLATIONS BUREAU
P.O. BOX 30420
LOS ANGELES, CA 90030

CITY OF LOS ANGELES
CALIFORNIA

Telephone Inquiries/Pay by Phone
Toll Free (866) 561-9742

Pay-By-Web
www.lacity-parking.org

TTTD/Hearing Impaired Only 8AM-5PM
(213) 623-7046

This is your hearing request form. It must be completed and returned if you wish to be scheduled for a hearing either in person or by mail. Your choice of hearing will be granted provided the hearing is requested within 21 days of the mail date on the notice of the results of the initial review and you have paid the full amount due for the citation (or have been approved for a payment waiver by the Parking Violations Bureau). Be sure to enter your citation number and complete all information requested below. If you are contesting more than one citation you must complete a separate request form for each citation.

(Please print)

Citation Number: _____

License Plate Number: _____

Name: _____

Address: _____

REQUEST FOR A HEARING

I hereby request an administrative hearing (check one):

❑ in-person or ❑ by mail

(For a hearing **by mail**, please see the reverse side.)

Provisions of Sign Language interpreters, readers, and/or other assistive services are available upon request. Please call TTY (213) 623-7046 seven days prior to the hearing.

❑ Sign Language Interpreter Service ❑ Communication Access Real-Time Translation (CART)

Please note that non-English speaking respondents are responsible for providing their own translator for the hearing.

Signature _____ **Date** _____

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, communication access real-time transcription, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing sign language interpreters, flve or more business days' notice is strongly recommended.

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE HEARING BY MAIL
STATEMENT OF RIGHTS AND RESPONSIBILITIES

Please carefully read the following information.

An initial review has been completed for the citation indicated on the reverse side of this document and the review has determined that the citation is considered valid. In accordance with California Vehicle Code (CVC) Section 40215 you have the choice of a hearing by mail or in-person to further contest the citation. Your choice of hearing will be granted provided the hearing is requested within 21 days of the mail date on the notice of the results of the initial review and you have paid the full amount due for the citation (or have been approved for a payment waiver by the Parking Violations Bureau). By signing and returning this form to the Parking Violations Bureau by mail or in person at a cashiering location, you are waiving the right to an in-person hearing and choosing to proceed with an administrative hearing by mail.

Please be advised:

1. Submit your written reason for contesting the citation and ALL evidence to support your case. If you raise a defense, you are responsible for providing proof of that defense. Such evidence may include, but is not limited to, records, receipts, documents, photographs, and witness statements. NOTE: Photographs submitted must clearly show the street address or other identifying location characteristics within the photograph. The City will retain all evidence that you submit.
2. Per CVC Section 40202(a), the Notice of Parking Violation, or copy thereof, shall be *prima facie* evidence of the facts contained therein (the City's evidence that the infraction occurred).
3. A City appointed Hearing Examiner will conduct the hearing. The Hearing Examiner will only consider the citation indicated on the reverse side of this document.
4. The Hearing Examiner will review the citation, the evidence you submit, Parking Violations Bureau records, and information received from the Department of Motor Vehicles.
5. The Hearing Examiner will assess all evidence and make a decision based on a "preponderance of evidence" (evidence which as a whole shows that the facts sought to be proven are more probable than not). The Hearing Examiner will mail you a written decision stating the results of your hearing.
6. If you were approved for a payment waiver by the Parking Violations Bureau to proceed to a hearing, the Hearing Examiner may grant you an installment payment plan if you are found liable for the citation.
7. If the Hearing Examiner determines that a monetary refund is to be issued, the refund will be malled approximately 30 days from the date of the Hearing Examiner's decision letter.
8. CVC Section 40230 affords you the right to appeal the Hearing Examiner's final decision. You must file your appeal with the Los Angeles Superior Court within thirty calendar days of the mailing of the decision letter.
9. You may provide an email address _____ or daytime phone number _____ so that the Hearing Examiner may use to contact you.

I have checked the box on the reverse side of this notice to indicate that I am requesting a hearing by mail. I have read the information above and understand my rights and responsibilities regarding this administrative hearing by mail. I also understand that the City will retain copies of all evidence I submit.
Mail to: City of Los Angeles Parking Violations Bureau, P.O. Box 30420, Los Angeles, CA 90030.

SIGNATURE _____

DATE _____

Documentary evidence attached (check one): ❑ YES ❑ NO
If yes, please list documentary evidence. The City will retain all evidence submitted.