

Contesting a Parking Ticket

Please Read Carefully

CONTEST FORM You have until the payment due date on the courtesy notice to contest the ticket.

- Fill out the attached Parking Ticket Contest Form explaining the circumstances and reasons you feel the ticket should be dismissed.
- Sign your form.
- If you have a “Disabled Parking Ticket”, see instructions on back page.
- If you have a ticket for “Improper Display of Tabs,” and/or “Improper Display of License Plate(s)” see instructions on back page.
- Submit the Parking Ticket Contest Form along with the ticket and any other documentation you wish to present to Assistance Desk Staff.

City staff cannot dismiss your ticket.

- **You do not have to pay the fine at this time.**
- Your Parking Ticket Contest Form will be submitted for an Administrative Review.

Administrative Review

- Parking Ticket Contests are sent to an Administrative Review Officer
The Administrative Review Officer will review your case and make a determination of whether or not the ticket you received should be dismissed or upheld.
- **You will receive the decision of review results by mail in approximately 4 weeks.**
- If your citation is dismissed, *no further action is required – You DO NOT PAY the fine.*
- If your ticket is upheld, you have 21 days from the date on the **RESULT OF ADMINISTRATIVE REVIEW** letter to pay the citation. Penalties will apply if not received by the due date.

Administrative Hearing

- If your ticket is upheld in the Administrative Review process, and you wish to have an Administrative Hearing, fill out the bottom portion of your Administrative Review Results letter and return to the Citation Processing agency (address on the letter) or to Moreno Valley City Hall with your fine amount by the due date.

If you are unable to pay the fine, you may request a “Waiver of Parking Fine.” Fill out the form and attach it to your request for an Administrative Hearing. You must submit your waiver with all supporting documentation to the processing center for approval by the due date. If the waiver is approved, you will receive a copy by mail, and your request for an Administrative Hearing will be processed. If your waiver is denied, you must pay the original fine amount in order to request an Administrative Hearing.

Continued on back of this form.

- You will receive a hearing date notification by mail. You are to attend the hearing, unless you request a hearing by mail (explained on the bottom of the hearing date notification form).
- After your citation is reviewed at the Administrative Hearing, the hearing results will be sent to you by mail.
- If your citation is dismissed, you will receive a refund of the fine amount.
- If your citation is denied, the fine will be applied towards the citation.
- If you requested a waiver of parking fine for the Administrative Hearing, payment or payment arrangements must be made within 20 days. Please contact Data Ticket Citation Processing Center at (800) 989-2058.

Trial de Novo

- If you do not agree with your results from the Formal Administrative Hearing, you may file a Trial de Novo with the Superior Court of California, Riverside County. *This must be done within 30 days of the Administrative Hearing decision.*
- There is a \$25 filing fee payable to the Superior Court of California.

DISABLED PARKING TICKETS

- If you want to contest a disabled parking citation, YOU MUST SEE A CODE COMPLIANCE STAFF MEMBER AT CITY HALL.
- At the time you turn in your Parking Ticket Contest Form, you will need:
 - 1) Parking Ticket Contest Form
 - a) *Please complete both the front and back of the form and sign it.*
 - b) *If you were the driver of a vehicle in which the passenger has a handicap placard, the owner of the placard must read and sign back side of contest form.*
 - 2) Handicap Placard
 - 3) Department of Motor Vehicles (DMV) Registration for Placard
 - 4) Driver's License or State Identification Card
 - 5) Parking Ticket
- Assistance Desk staff will call for a Code Compliance Staff Member to meet with you at the counter.

IMPROPER DISPLAY OF TABS (CVC 5204(a) and/or IMPROPER DISPLAY OF LICENSE PLATE(S) CVC 5200(a)(b)

- If corrected bail for Violations CVC 5204(a) and/or CVC 5200 (a)(b) will be reduced to a \$10.00 handling fee. A valid Proof of Correction completed by the Police Department or the DMV must be presented within 21 days of citation issue date. If a valid proof of correction is presented the citation will be reduced to \$10.00 per each correctable violation. This reduced fee is payable at the time of the correction to the cashier at city hall or If mailed to the processing agency, payment of \$10.00 must be included with a valid Proof of Correction.
- After 21 days, the full amount of the citation/bail is due and payable.