



REQUEST FOR INFORMAL REVIEW  
OF PARKING CITATION

APPEAL#

City of Modesto  
Parking Adjudication Division  
P.O. Box 3063  
Modesto, Ca 95353

DATE:

NAME :

ADDRESS:

CITY: STATE: ZIP:

HOME PHONE NO: WORK PHONE NO:

CITATION NO: DATE ISSUED:

VEHICLE LICENSE NO: STATE: DRIVER LICENSE NO:

LAST 4 NUMBERS OF VEHICLE IDENTIFICATION NUMBER (VIN):

Please state why you believe the citation was issued in error:  
(If more space is needed, continue on separate piece of paper)

Multiple empty horizontal lines for providing a written explanation for the appeal.

THIS STATEMENT IS TRUE AND CORRECT: (SIGNATURE) \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE FOR AGENCY REVIEW ONLY**

- CITATION IS DISMISSED
- CITATION IS VALID. THE FINE MUST BE PAID. Failure to appeal or pay the fine **within 21 calendar days** of the "Proof of Service by Mail" (postmarked date) will result in the loss of your option to dispute this citation any further and the fine will be increased to include additional fees.

REVIEW DATE:

AGENCY REASON FOR DECISION:

Multiple empty horizontal lines for the agency's decision.

Reviewed by:

Rev 4/17

# PLEASE READ IMPORTANT INFORMATION

How to dispute A Parking Violation

You will need to complete a **Request for Informal Review Form**. You may submit your Request for Informal Review along with any supporting documentation, in person to the City of Modesto Parking Adjudication Division located at 1010 10th St, 2nd floor, Suite 2100, online at [www.modestogov.com/parking-citations](http://www.modestogov.com/parking-citations) or by mail to City of Modesto, P.O. BOX 3063 Modesto Ca, 95353. The completed Request for Informal Review form must be submitted **within 21 calendar days** from the date the ticket was issued.

There is a three level process for disputing a parking citation per California Vehicle Code section 40215.

**Note:** If you would like to dispute your parking ticket please **do not pay the ticket** or you will lose your option to request an Informal Review.

## **1st Level – Informal Review**

If you feel the parking ticket you received was issued in error, and would like to dispute it, **you have 21 calendar days** from the date that the ticket was issued or **14 days calendar days** from the mailing date of the Notice of Parking Violation to submit a completed Informal Review form per VC 40215. You should also include any supportive documentation (e.g. receipts, pictures, diagrams) to support your statement. (Materials submitted for review will not be returned). **There is no payment required at the 1<sup>st</sup> level.**

All Informal Review Results will be mailed to the address you have provided on the form.

## **2<sup>nd</sup> Level - Formal Hearing**

If you are dissatisfied with the informal review results, and wish to proceed to the 2<sup>nd</sup> level, you must deposit the amount of the citation and request a Formal Hearing **within 21 calendar days** from the postmark date of the results as required by State Law. If you are unable to deposit the amount of the citation, you may be eligible for an exemption.

To determine if you qualify for the exemption you will need to complete a Financial Evaluation Form and provide copies of all required documents for review.

If you fail to meet the time frame prescribed by law, you will lose the option to dispute the parking citation.

## **3<sup>rd</sup> Level - Superior Court**

If you are not satisfied with the Hearing Officer's decision, you may seek a review by filing an appeal to be heard by the superior court **within 30 calendar days** from the postmarked date of the Formal Hearing results. To request a civil review by the court, you must contact the Parking Adjudication Office **within 30 calendar days** in person, at 1010 10<sup>th</sup> street, Suite 2100 and pay the required **\$25.00 court filing fee** by submitting a check or money order payable to the Stanislaus County Superior Court. If the court renders a decision in your favor, the parking violation penalty and the \$25.00 filing fee will be refunded to you.

The judgment by the superior court is final per CVC 40230.

## **FOR MORE INFORMATION**

If you have any questions, please contact our office at (209) 571-5140 (Monday – Friday 8:30am-4:30pm).