

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,” 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.
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City staff cannot dismiss your ticket. City staff does not review or make determinations on the validity of tickets.

- **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 within 4 to 6 weeks by mail.**
- If your ticket contest is approved, *no further action is required – You DO NOT PAY the fine.*
- If your ticket is upheld, you have 21 days from the postmarked date of the results to pay the ticket or request an Administrative Hearing.

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 Form and return to the address on form or to Moreno Valley City Hall with your fine amount.

If you are unable to pay the fine, request a “Waiver of Parking Fine.” Fill out the form and attach it to your request for an Administrative Hearing. A waiver will be submitted for approval. (Minimum monthly payment = \$25) When the waiver is approved, you will receive a copy by mail. Your request for an Administrative Hearing will be processed.
- 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 ticket is reviewed at the Administrative Hearing, the hearing results will be sent to you by mail.
- If your ticket is dismissed, you will receive a refund of the fine amount within 6 weeks.
- If your ticket is denied, the fine will be applied towards the ticket.
- If you requested a waiver of parking fine for the Administrative Hearing, payment must be made within 20 days. *Payment arrangements can be made if you are unable to pay the fine.* Please contact Code Compliance at 413-3340.

Trial de Novo

- If you do not agree with your results from the Formal Hearing, you may file a Trial de Novo with the Superior Court of California at 4100 Main Street, Riverside. *This must be done within 20 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 ticket, you must see a Code Compliance Officer 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 Officer to meet with you at the counter.

IMPROPER DISPLAY OF TABS ON LICENSE PLATE (CVC5204(a))

- You must provide proof of correction by properly attaching the correct month or year (sticker) to the rear license plate. Vehicle must be inspected at City Hall to reduce the fine to \$10.00.