

REQUEST FOR PARKING CITATION REVIEW

Your Name: _____

Daytime Phone Number: _____

Complete Address: _____

REASON FOR REQUESTING REVIEW

Please explain your reason for requesting this review, include the **REASON WHY** you do not agree with the citation given. Please attach additional sheets if necessary. **INCLUDE A COPY OF YOUR CITATION.**

Signed: _____ Date: _____

Mail this form and your supporting documents and a COPY OF THE CITATION to:

City of Colton
C/O Citation Processing Center
PO Box 10479
Newport Beach, CA 92658-0479
1-800-989-2058

Any materials submitted with an administrative review will not be returned

Citation Appeal Information

The following are steps required to contest a citation. At the completion of each step, the contestant will receive further instructions.

1. An administrative review
2. An administrative hearing
3. Request to appear in court

If you wish to contest a citation, you may do so within 21 days of the citation issue date or 14 days from the date of the mailed delinquency notice.

A parking/Administrative Citation is a civil violation. It is not a criminal offense. By state law, request for an appeal must be received by the due date or all rights to an appeal are lost, and in accordance with state law you may no longer contest the citation.

Please explain your reason for requesting a review and include a legible copy of your citation. Please note that any documentation and photographs submitted will not be returned to you nor will copies be provided for you. We suggest that you make copies for your file before mailing your request.

Notifications by mail will be sent within 30 days when a decision is reached and further instructions will be given if necessary.

The following reasons **DO NOT** warrant a dismissal of a parking citation.

- I was only gone for a minute
- I did not know that I could not park there
- I think the fine is too high
- I did not see the sign or the curb marking
- I went to the store for change
- I have never had a ticket before
- I will never do it again
- I have parked there before and was not cited
- I was cited in another City for the same thing and they voided it

**An officer is not available to speak with you personally about your citation.*

Additional Documents to Send for Contesting a Handicapped Parking Citation

- Copy of Citation
- Copy of Handicapped Placard
- Copy of Registration for Handicapped Placard

TO SUBMIT AN APPEAL:

Mail to: City of Colton
C/O Citation Processing Center
PO Box 10479
Newport Beach, CA 92658-4079

OR

Online at:
www.citationprocessingcenter.com

*Supporting documents can also be attached online.