

City of South Pasadena

PROCEDURES FOR CONTESTING PARKING CITATIONS REQUEST FOR ISSUING AGENCY REVIEW

The California Vehicle code sets forth uniform procedures for the contesting of a parking citation issued by this agency. These procedures include several express time periods that must be carefully adhered to.

In order to contest, this form **must be received** by the South Pasadena Police Department within **Twenty-One (21) Days** of citations issuance or within **Fourteen (14) DAYS** of the delinquent citation notice. All periods are expressed in calendar days.

The South Pasadena Police Department will review the matter and advise you of its findings. The review will consist of an evaluation of the TECHNICAL MERIT of the citation. Should you desire to contest the citation further because you disagree with these technical findings or you feel there were extenuating circumstances, you must pay the original amount in full prior to or at the time of filing for a formal Administrative Hearing. A request for a formal hearing must be filed by the TWENTY-FIRST (21) day following personal service or postmark of any notification of issuing agency findings.

Please disregard "SECOND NOTICES", if you have sent in a "DECLARATION OF FACTS" form contesting your citation.

COMPLETE THE REVERSE OF THIS FORM AND SUBMIT IT DIRECTLY TO THE:

**SOUTH PASADENA POLICE DEPARTMENT
c/o PARKING CITATION SERVICE CENTER
P.O. BOX 11923-1923
SANTA ANA, CA 92711
(866) 420-2923**

You should receive a response consisting of the agency's findings within thirty days (30). If the agency finds the citation is valid, you may obtain a "Request for Administrative Hearing" form that must be completed should you elect to contest the citation further. **The "Request for Administrative Hearing" forms must be submitted with payment in full within TWENTY-ONE (21) days of the postmark of the agency's notice of findings.**

IMPORTANT NOTICE:

Failure to comply with all stated time requirements results in a waiver of your rights to contest this citation. All correspondence will be sent to the address you provide on the reverse. Any delays in your receiving these communications will not result in extensions of the time periods, except as otherwise provided by the law. Lack of a proper mailing address will affect our ability to forward communication. It is your responsibility to provide a proper mailing address and zip code or to arrange for a personal notification within TWENTY-ONE (21) days of the agency's issuance of findings.

Complete Reverse Side →

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This section to be completed by a Police Representative

Agency finds: CITATION TECHNICALLY VALID CITATION NOT TECHNICALLY VALID

Disposition: PAYMENT OF BAIL AMOUNT REQUIRED CANCELLED / DISMISSED

Dated: _____ By: _____ South Pasadena Police Department

Reviewer Comments: Request received beyond filing Deadline, Unable to contest:

Please respond within TWENTY-ONE (21) days of this review to contest at the Hearing Level.

Date: _____

DECLARATION OF FACTS / DECLARATION OF NON-OWNERSHIP

Make copies as needed for witness statements. Please print legibly or type.

A current mailing address is needed for additional communications.

PLEASE INCLUDE THE ORIGINAL OR COPY OF THE CITATION

Name: _____ Today's date: _____

Address: _____ Citation Number: _____

City _____ St: _____ Zip: _____ Vehicle License: _____ St: _____

Vehicle Color: _____ Location of Violation: _____

Phone Number (include area code) Home: _____ Cell: _____

DECLARATION OF FACTS

Statement of the incident. Include any pertinent observations and facts, as well as any statements made by or to the involved persons or officers. Photographs and drawings may be included, but are submitted at your own risk of loss or damage. PHOTOGRAPHS AND DIAGRAMS WILL NOT BE RETURNED. Attach additional sheets if needed.

Under California law, Vehicle Code 40200, it is presumed that the registered owner of any vehicle is the person responsible for parking violations committed with the vehicle. You are listed as the registered owner on record. If you do not own this vehicle or are a bonifide rental or leasing company who rented/ leased the vehicle to a customer on the date of the violation, complete this declaration. You must submit proof of sales, transfer, lease, or rental agreement.

If you have sold this vehicle, but did not file a signed "Notice of Sale" with the Department of Motor Vehicles prior to the date of violation, you remain legally responsible for the outstanding citation(s). This is regardless of the sales date.

The Undersigned declares that he/she was not the registered owner or lessee of this vehicle on the stated violation date. The vehicle was:

- (Check One) Sold/Transferred to another Party *
 Leased /Rented to another under a lawful, formal agreement.**

The name of the responsible party is: (all information is required or the citation is payable by you)

Name: _____ Drivers License #: _____ State: _____

Address: _____ City: _____ State: _____ Zip#: _____

Date of sale, transfer, purchase, or lease/rental execution: _____ Date DMV Notified: _____

*All information concerning the party to whom the vehicle was sold must be provided and notices to the DMV must have been made or you will remain responsible for the citation and all related fees.

**Proof of a written lease/rental agreement, including full lessee/renter information is required within 30 days of this notice date. I state and declare that the foregoing is true and correct under penalty of perjury.

I declare under penalty of perjury the foregoing Declaration of [] Non-ownership [] Cited party is true and correct.

Signature: _____ Date: _____