



PARKING CITATION APPEAL FORM:

This appeal must be filled out within (15) days from the issue date on your ticket. If you are appealing a ticket do not pay the fine. The appeal will freeze the fine amount until the appeal is heard by the appeal committee. Notifications of decisions are sent to you through the US Mail. If your appeal is granted, no further action is required. If your appeal is denied, you will have 20 days from notification date to pay the original amount of the ticket. Any unpaid fines will double after that 20-day period.

You must have substantial and valid evidence that you did not commit a parking violation, or that it occurred due to circumstances beyond your control. The following reasons for an appeal are considered invalid and will be rejected.

- Lack of knowledge of the parking laws and policies
- Others parked the same way and didn't receive a ticket
- Parked like this before and didn't receive a ticket
- Didn't have valid staff tag hanging up
- Parked in Disability or low emission spot without proper placard/tag
- Parking lot was full or too far away or did not see the restricted/specialty parking sign(s)
- Late to class, late to work, in a hurry, temporarily parked, or just a visitor to the college
- Illegally parked in a fire lane or roadway, even for a short amount of time
- Expired card registration
- Parked in motorcycle parking with a car or truck

PARKING TICKET # _____ DATE OF APPEAL: _____

NAME: _____ SCHOOL ID# _____

ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

REASON FOR FILING APPEAL: _____

SIGNATURE: _____

*EMAIL COMPLETED FORM TO CAMPUS POLICE RECORDS DIVISION AT CPRECORDS@JJC.EDU