



Mail, fax or deliver the completed and signed form to:

CITY OF WEST PALM BEACH
Division of Parking Administration
ATTENTION: Citation Processing
500 Banyan Boulevard
West Palm Beach, FL 33401
Fax (561) 822-1508

NOTE: ALL TICKETS MUST BE CONTESTED
AND RECEIVED WITHIN FOURTEEN (14)
CALENDAR DAYS FROM DATE OF TICKET ISSUANCE.

PLEA OF NOT GUILTY AND REQUEST FOR HEARING

Read and complete the information below. (Please Print and Sign at the bottom)

IN ORDER TO CONTEST YOUR PARKING CITATION, PLEASE RESPOND TO THE
FOLLOWING REQUEST FOR INFORMATION AND ACKNOWLEDGEMENT OF YOUR
RIGHTS AND RESPONSIBILITIES.

PRIOR TO ANY APPEAL BEING PROCESSED, ALL PREVIOUS UNPAID PARKING FINES MUST BE
PAID IN FULL.

SECTION A. APPELLANT INFORMATION (Please Print)

1. Your Full Name: First Last
2. Address (post office box is not acceptable):
3. Your Telephone Number: (Work) (Home)
4. I am: (check One) The Registered Owner of the Vehicle described below. I had care, control and custody of the vehicle described below at the time of the alleged violation.

SECTION B. VEHICLE & TICKET INFORMATION

1. Your Parking Citation Number(s):
2. Your Vehicle Tag Number: 3. State of Registration
4. Make Model Color

ADMINISTRATIVE USE ONLY (PLEASE DO NOT WRITE IN THIS SPACE)

RP # Received: In Person By Mail Other Date Entered
Rejected: Untimely Incomplete/Unsigned Other Date returned:

SECTION C. REASON(S) WHY YOUR CITATION SHOULD BE DISMISSED

Give full details in the area below and provide a sketch or photos if you consider it helpful. All documents submitted will remain the property of the City of West Palm Beach. Please make copies for your records. (Please attach any documentation you feel would be helpful to support your case). Print clearly, and use additional sheets if needed.

SECTION D. RIGHTS AND RESPONSIBILITIES

1. You may request a hearing by providing the information requested above and signing this request form.
2. Parking violation hearings are held before the Palm Beach County Civil Traffic Infraction Hearing Officer. They are conducted in the same manner as a non-jury trial. The Hearing Officer determines whether the alleged parking violation was committed, based upon the testimony and evidence presented at the hearing.
3. If the Hearing Officer determines that you (or someone operating your vehicle with your permission) committed the alleged parking violation, you will be deemed to have waived your right to pay the original amount indicated on the parking notice. A fine of up to \$250.00 plus court costs may be imposed; for disabled persons parking without a disabled parking permit \$250.00 plus court costs may be imposed.
4. Once a hearing time is requested, payment cannot be accepted either by the City of West Palm Beach Division of Parking Administration or the Palm Beach County Clerk of the Court. You must appear before the Hearing Officer. Failure to appear may result in a civil judgment against you plus court costs. The Hearing Officer may apply to the County Court to issue a contempt order against you for your failure to appear at said hearing.
5. Failure to appear on the Court scheduled hearing date may be regarded as a "no-show" and may result in you being adjudicated guilty.
6. You must provide the City of West Palm Beach Parking Division with your current address, a post office box address only is unacceptable. All notices pertaining to your parking violation notice and court appearances will be sent to the address that you provided on this form.
7. This form may be submitted in person at 500 Banyan Boulevard, West Palm Beach Monday-Friday during the hours of 8:00 am-5:00 pm, mailed to the City of West Palm Beach Parking Division, 500 Banyan Boulevard, West Palm Beach, FL 33401 OR sent via facsimile to (561) 822-1508, within fourteen (14) calendar days of ticket issuance.
8. In order to be processed, this form must be received by the city within fifteen (14) days of issuance of the citation. No appeals will be processed after the 14th day. Please note we are closed for the major holidays.
9. Certain violations with valid documentation which have been appealed may be dismissed administratively by the City of West Palm Beach Division of Parking in lieu of Court.

SECTION E. APPELLANT'S OR REGISTRANT'S ACKNOWLEDGEMENT AND SIGNATURE

I, the above named alleged offender, acknowledge receipt of the above-stated City of West Palm Beach, Florida parking citation and desire to enter my plea of NOT GUILTY and request a hearing in Palm Beach County Traffic Court as stated above.

I have read and understand the foregoing information and affirm that the information provided by me is true and correct to the best of my knowledge.

My signature below confirms my request to contest this parking violation notice before a Hearing Officer in the Palm Beach County Circuit Court.



Signature

Date: _____