

**PASO ROBLES POLICE DEPARTMENT**

900 Park Street, Paso Robles CA 93446

**REQUEST FOR ADMINISTRATIVE HEARING OF NOTICE OF PARKING VIOLATION**

This request must be made after completion of an Administrative Review and within (21) days of the mailing of the results of the review. You must include payment of the penalty amount with this form.

**I CONTEST** the below listed parking citation and request an Administrative Hearing on this matter as follows (please choose Option A or B):

Date Citation Received:	Citation #:	Vehicle License Plate #:
Name:	Daytime Phone #:	Evening Phone #:
Address: (#, Street, City, State, Zip)		

**OPTION A - HEARING BY MAIL**

\_\_\_\_\_ BY MAIL. I hereby file with the Paso Robles Police Department a written statement setting forth my version of the circumstances surrounding this citation. The Hearing Examiner will review the citation and any documentation or evidence available from the Paso Robles Police Department, provided by me or found due to their own investigation to form the basis of his/her decision. I understand that if I fail to submit my statement, the decision will be based solely on the information provided by the Paso Robles Police Department.

**OPTION B - HEARING IN PERSON**

\_\_\_\_\_ IN PERSON. I understand that I must appear at my hearing, and that if I do not appear at the hearing, the decision will be based solely on the information provided by the Paso Robles Police Department or found due to the Hearing Examiner's own investigation.

I have read the "Statement of Rights and Responsibilities" form provided herewith.

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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**FOR OFFICE USE ONLY**

Penalty Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Hearing Scheduled: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notified By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examiner's Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Parking Violation: [ ] UPHELD [ ] DISMISSED Date Mailed: \_\_\_\_\_ By: \_\_\_\_\_

**Return Form and Payment to: Paso Robles Police Department • 900 Park Street  
Paso Robles, CA 93446**

**PASO ROBLES POLICE DEPARTMENT**

900 Park Street, Paso Robles CA 93446

**STATEMENT OF RIGHTS & RESPONSIBILITIES**

**For Parking Violation Administrative Hearing**

**Instructions:** Read and sign this form if "Option B - Hearing in Person" is selected. Return a signed copy to the Paso Robles Police Department along with your Request for Administrative Hearing. You will be notified when a hearing date is set.

You have exercised your right to an **Administrative Hearing** for the purpose of contesting this matter. The Hearing is held before an independent and neutral Hearing Examiner. The proceedings are informal and rules regarding the admissibility of evidence will not be strictly applied. The Hearing Examiner will make a decision based on all the evidence produced. No special accommodations are available to individuals with any condition that may limit them from participating in the hearing. If you require any assistance, please plan to provide it.

Hearings are conducted at the Paso Robles Police Department, 900 Park Street, Paso Robles, CA.

**PLEASE BE ADVISED THAT:**

1. You are required to post as bond the penalty amount before an Administrative Hearing can be scheduled.
2. If you are not the registered owner of the vehicle in issue, you must state your reason for appearing.
3. The Hearing Examiner will decide only those citations that are prepared for hearing at this time.
4. An original or true copy of a citation that contains all material information is sufficient to establish that the violation occurred, unless disproved by evidence to the contrary. The issuing officer will not be required to be present at the hearing.
5. You have the obligation to show by a preponderance of the evidence (that is, by evidence that has more convincing force and the greater probability of truth than that opposed to it) that the citation in question was not validly issued. Such evidence may include, but is not limited to, records, documents and/or testimony of witnesses. Bring all of your evidence with you. Your hearing cannot be continued to obtain additional evidence.
6. You are to remain in the hearing room until your hearing is completed. If you should fail to appear or leave prior to the completion of your hearing, you will be considered in default and a decision will be made on the evidence already in the record.
7. You have the right to seek review of the final determination of the Hearing Examiner within 20 calendar days from the mailing of the Hearing Examiner's decision by filing an appeal with the San Luis Obispo Superior Court

I have read the above and understand my right and responsibilities.

Appellant's Name: \_\_\_\_\_ Citation #: \_\_\_\_\_  
**PLEASE PRINT**

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Examiner: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

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