



**CITY OF LAKEWOOD PARKING CONTROL
ADMINISTRATIVE REVIEW**

Name: _____ Citation Number: _____

Phone Number: _____ License Plate: _____

Mailing Address: _____

List below all pertinent information as to why you believe this parking violation should be dismissed. Do not send the payment on the citation that you are contesting until notified to do so. Attach any additional evidence (photos, maps, etc.)

Did you submit additional evidence? ___No ___Yes If so, what item(s) did you provide: _____

I hereby affirm and certify under penalty of perjury that all information is true and correct to the best of my knowledge.

Appellant's Signature: _____ Date: _____

Mail completed form and attachments to:	City of Lakewood Parking P.O. Box 220, Lakewood, CA 90714
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OFFICE USE ONLY

Date Received:		Received By:	
Comments:			



PROCEDURE FOR CONTESTING A PARKING VIOLATION

There are three levels of review/appeal for a parking citation. Each step in the process must be taken in order and initiated within strict timeframes. No step can be skipped in favor of jumping to another step.

Step One – Administrative Review

To contest a parking citation, you may visit our website at www.lakewoodcity.org/paycitation, or complete the Request for Administrative Review form and return it with a copy of the citation and any other applicable proof to: City of Lakewood Parking Division, P.O. Box 220, Lakewood, CA 90714. The citation is reviewed by City of Lakewood Parking Administration staff for validity of the citation. Based on the written information you provide, the City will determine if there is sufficient proof that: the violation did not occur, the registered owner/vehicle driver was not responsible, or extenuating circumstances prevented you from complying.

The appeal must be submitted within 21 calendar days of the issue date of your citation. There is no fee to contest your citation at this level. You will be notified of the results of the initial review in writing via mail within 90 days. Make sure you include a return address. The results cannot be mailed without a complete and correct address (include suite number, apartment, zip code, etc). If the citation is dismissed, you may consider the matter resolved. If the citation is upheld, the fine must be paid in order to request an administrative hearing.

Step Two – Administrative Hearing

The administrative hearing is an independent hearing before a certified hearing examiner. You can provide a written declaration to the hearing officer, or you may attend the hearing in person. In either case, you must first pay the penalty before the hearing is scheduled and within 21 calendar days of receiving the results of the administrative review (Step One). If you are found not liable for the citation, the penalty will be refunded to you.

To request a hearing, you may come in person at City Hall or contact the Parking Division at (562) 866-9771 ext 2621. Full payment in the amount of the citation must accompany your request. Include any written material you wish to present. This material must be received by our office within 21 calendar days after you have received the results of the administrative review (Step One). An administrative hearing will be held within 90 calendar days following the receipt of a request for an administrative hearing. Hearings are scheduled on the fourth Thursday of the month. You will be notified by mail of the date and time of the hearing. If the citation is upheld at the administrative hearing, you may move on to the third and final step, Civil Court.

Step Three – Los Angeles Superior Court Traffic Division

If you are still not satisfied with the ruling at the administrative hearing, you may appeal the decision to Los Angeles Superior Court, 111 North Hill St, Los Angeles CA 90012. You, as the appellant, are responsible for paying the \$25.00 filing fee to the Superior Court which will be refunded to you, along with the penalty, should you be found not liable.