



CITY OF SONORA  
POLICE DEPARTMENT  
PARKING DIVISION

REQUEST FOR INFORMAL REVIEW OF CITATION

DATE SUBMITTED \_\_\_\_\_

RESPONDENT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME:( ) \_\_\_\_\_ WORK:( ) \_\_\_\_\_

CITATION# \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

VEHICLE LICENSE# \_\_\_\_\_ STATE \_\_\_\_\_

STATEMENT why you believe the citation should be dismissed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if more space is needed, continue on a separate piece of paper)

This statement is true and correct: \_\_\_\_\_  
(signature)

Accepted By: \_\_\_\_\_

AGENCY REVIEW RESULTS

- GRANTED, CITATION DISMISSED
- DENIED, CITATION VALID
- RETURNED FOR FURTHER INFORMATION / DOCUMENTATION

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Reviewing Officer

## PARKING CITATION DIVISION PARKING VIOLATION INFORMATION

SHOULD YOU CHOOSE TO CONTEST A PARKING VIOLATION. THE FOLLOWING PROCESS APPLIES:

- A. Complete a request for an informal parking citation review and submit it to the Informal Hearing Officer within 21 days of receiving the citation.
- B. The Informal Hearing Officer will review your citation, along with any photographs taken by the Parking Officer. The Hearing Officer will then render a decision, which will be mailed to you.
- C. If you do not agree with the Informal Hearing Officer's decision, you may request a mail-in review of the citation by a Hearing Examiner. The request for a Hearing Examiner review must be made within 21 days of the mailing of the City's decision. If you request a mail-in review by the Hearing Examiner, you must deposit the full penalty amount of the parking violation. Should you prevail, the full amount will be refunded to you. If the decision is adverse to you, the City retains the deposited amount, which concludes the proceedings.
- D. The Hearing Examiner's decision will be mailed to you.
- E. If you do not agree with the Hearing Examiner's decision, you may, within 21 days of the mailing of the disposition, request a Civil Review with the Superior Court. There is a \$25.00 filing fee (**non-refundable**) which must be deposited with the Court before a date will be scheduled. Should you prevail, the original penalty amount deposited will be refunded to you.
- F. Should the decision be rendered liable to you, you will forfeit the original amount of the parking violation.
- G. The civil judgment rendered by the Court is final.
- H. The dollar amounts would be assessed as a civil judgment. This judgment can be collected either through the Department of Motor Vehicles as a hold against your vehicle's registration or other civil remedies such as regular civil courts, collection agencies, or credit bureaus.

### IMPORTANT NOTICE

There are no provisions under these laws to conduct an administrative review or schedule a review before a hearing examiner if the statutory time limits are not met. In other words, if the time frames detailed above are not met, then the parking violation and any delinquent fees or late fees must be paid. There is no appeal if your request for review is late. If you have any questions, Please call the city of Sonora Police Parking Division at (209) 532-8143, or you may write to the City of Sonora Police Parking Division at 100 South Green Street, Sonora, CA 95370