

# Parking Ticket Appeal Form - Evanston Campus

## ADMINISTRATIVE HEARINGS OFFICER

Appeals will first be reviewed by an Administrative department Hearing Officer.

## PARKING TICKET APPEALS

Individuals who disagree with a parking citation which was issued to them by Northwestern University, are afforded the right to appeal the violations to the University's Parking and Traffic Committee. Tickets must be received by the Parking Office within 10 (ten) days from the date the ticket was issued. Denied appeals are assessed an additional \$10.00 fee.

## THE PARKING AND TRAFFIC COMMITTEE AND ITS FUNCTIONS

The Parking and Traffic Committee is a completely independent and impartial body of students and University employees who are not governed by or responsible to University Police or Parking Services.

Their decisions are final and are binding on all parties and not subject to further appeal. Those who have been issued permits have agreed, by signing their permit applications, to abide by all University parking and traffic regulations which include these provisions.

## EXAMPLES OF SELDOM GRANTED APPEALS

Appeals are not often granted when based on a lack of knowledge of the regulations, forgetfulness, failure to follow posted signs, inability to find legally marked parking space, and parking in reserved or handicapped designated parking spaces without the proper permit, or because you or others have parked in a similar fashion previously.

Appeals are not granted for students, faculty or staff found using visitor permits (enrolled students and employees are never visitors).

|                           |                       |
|---------------------------|-----------------------|
| Name: _____               | Date: _____           |
| Local Address: _____      | Ticket Number: _____  |
| _____                     | Date of Ticket: _____ |
| _____                     | Decal Number: _____   |
| Local Phone Number: _____ | Plate Number: _____   |
| Home Phone Number: _____  | Violation: _____      |

| Appeal Reason (select one)   | Criteria   |
|--|--|
| <input type="checkbox"/> Ticket Issued Incorrectly (Offense did not Occur) | Vehicle was parked in accordance with University parking regulations and the ticket should not have been issued.   |
| <input type="checkbox"/> Regulation did not Apply                          | Vehicle was exempt from established Parking Regulations.   |
| <input type="checkbox"/> The Signage or Regulation was unclear             | The signage or rule as it pertains to the violation was unclear and therefore the ticket was not appropriate.  |
| <input type="checkbox"/> Not the owner of the vehicle.                     | The vehicle was sold before the offense occurred (you should submit evidence to support your claim). This does not apply if you hired or rented the vehicle. |

In the space below, state with clarity the reasons and basis for the appeal (attach additional documentation as needed).

I hereby certify that the above is a true and accurate statement of my appeal:

Signature: \_\_\_\_\_

**This Side for Official Use Only**

Parking Office Comments

Vehicle Booted/Towed as a result of this ticket       Photos of violation available

Committee Member(s) assigned:

\_\_\_\_\_

Decision:       Waived\*       Denied       Reduced\*

Decision Code:     Vehicle Parked in accord with rules       Signage was unclear       Rule did not cover Violation  
 Reduced to warning

\* requires Committee members comments to include rule change recommendations

Committee Chairperson: \_\_\_\_\_

Surcharge: \_\_\_\_\_

Total Due: \_\_\_\_\_

Appeal Processed By: \_\_\_\_\_

Date: \_\_\_\_\_