GUIDELINES FOR FILING A PARKING CITATION APPEAL

- Any individual wishing to contest a parking citation must file a written appeal with the
 University police Department within 14 calendar days of issuance of citation. The cost to
 file an appeal is a fee of \$10.00 per citation, which will be refunded if the Appeals
 Committee of the Chief of Police grants an appeal. No additional penalties are
 imposed while the appeal is pending.
- The Appeals Committee meets 2 times per school year and it may take up to six months
 to receive a decision. Appeals will be decided based on information provided on the
 attached form. Oral appeals at committee meetings are not permitted. Decisions of the
 committee are final.
- Parking citation appeals should address only the parking related circumstances and conditions which were in existence when and where you parked and/or when the citation was issued.
- You must provide a valid email address. If the appeal is granted you will be sent an
 email. You will then have thirty (30) days after notification to pick up your refund. If not
 picked up within thirty (30) days the \$10 appeal fee will be forfeited.
- In the event the appeal is denied, the fine must be paid within 14 days of the notice of the disposition or the additional penalty will be imposed. The \$10 appeal fee will be forfeited if the appeal is denied.

PARKING CITATIONS MAY NOT BE APPEALED FOR THE FOLLOWING REASONS:

- · Lack of legal parking space
- Parking only for a short period of time
- Lack of convenient parking space
- · Failure to display a handicapped parking permit
- Time constraints- it took longer than you anticipated
- Lost tickets
- Lack of funds
- Not seeing/reading signs
- Time constrains- vou were late
- Parking information was obtained from someone other than a police department employee.

THE PARKING CITATION APPEAL PROCESS IS NOT A FORUM FOR SUBMITTING PARKING COMPLAINTS.

PARKING CITATION APPEAL FORM

UW-Parkside Police & Public Safety, Tallent Hall 188 / (262) 595-2455

\$10 APPEAL FEE CANNOT BE WAIVED AND WILL BE FORFEITED IF YOUR APPEAL IS DENIED. APPEALS MUST BE MADE WITHIN 14 DAYS OF CITATION ISSUANCE.

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o visitor	Appellant Address			
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Email (required):	License Plate:	License Plate: State:		
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