INFORMATION FOR PERSONS DESIRING TO CONTEST PARKING CITATIONS

EFFECTIVE JULY 1, 1993, California Assembly Bill 408 decriminalized the adjudication of parking citations. This bill transfers the responsibility of adjudicating a parking citation from the criminal court system to the issuing agency.

Under AB 408 procedures, a citizen dissatisfied with the results of an issuing agency's internal review of a citation, may bring the citation before a neutral examiner for a personal conference, or, in the alternative, a determination by mail.

THE REQUIRED FINES TO BE POSTED FOR A NEUTRAL EXAMINATION ARE:

1. Amount of fine listed on the citation & any delinquent penalties to be paid in full.

ALL FINES MUST BE PAID IN FULL AT THE TIME OF REQUEST, FINES WILL BE FULLY REFUNDED IF THE EXAMINER DISMISSES THE CITATION.

Failure to appear for a scheduled personal conference or meet your obligation by mail may result in forfeiture (loss) of your payment.

GENERAL INFORMATION

HEARING BY PERSONAL CONFERENCE:

You will be notified of your conference date and location as soon as your Request For Hearing form is processed. Such conferences will be conducted informally but with respectful decorum.

DETERMINATION BY MAIL:

If you are seeking a determination by mail, you must submit a written declaration setting forth the reason(s) for contesting this citation. This declaration must be typed or legibly handwritten. An attached declaration sheet has been provided for your convenience.

REQUEST FOR NEUTRAL EXAMINATION OF PARKING CITATION

THIS FORM SHOULD BE COMPLETED AND RETURNED WITH PAYMENT OF REQUISITE FEES. Payment must be payable to: CITY OF CARLSBAD Payment to be paid in full by: Cash, Check, or Money Order Mail to: City of Carlsbad Adjudication Processing PO Box 2081 Tustin, CA 92781-2081 Please print except where the signature is required: Citation Number Vehicle License # Issue Date Violation Code Location Issuing Agency Please check below which one you choose: Personal Conference Determination by mail upon Written Declaration PAYMENT REQUIREMENT: Fine amount on citation: Delinquency penalty (if any): _____ TOTAL SUBMITTED: REGISTERED OWNER (if different) CITATION RECEIVED BY: First Middle Int. Last First Middle Last Address Address City State Zip City State Zip Phone # ____ Social Sec# Phone # Social Sec#

Today's Date Signature

Signature

Today's Date

RESPONSIBILITY FOR PARKING VEHICLE (OPTIONAL)
I, admit that I parked the vehicle which was issued the above described parking citation. I understand that this statement is not an admission of responsibility as to the parking violation, but that it may be used by a neutral examiner for the limited purpose of determining responsibility for parking the cited vehicle. I declare under penalty of perjury that the forgoing is true and
correct. Executed at, California, on City Today's Date
DECLARATION IN SUPPORT OF CHALLENGE TO CITATION (for use in review by mail only)