

CONTESTING A NOTICE OF PARKING VIOLATION (CITATION)

If you wish to contest a Notice of Parking Violation, you must follow the procedures outlined in this document. If you wish to pay your citation, you can do so by going on-line to www.citationprocessingcenter.com

Please note: There are no provisions under law to conduct Initial Reviews or Administrative Hearings if statutory time limits for filing are not met. If the time frames outlined below are not met, all parking penalties and late fees must be paid. For additional information, refer to California Vehicle Code section 40215 or www.citationprocessingcenter.com/AppealFAQ.htm

First Level: Initial Review

Within 21 days after issuance of a Notice of Parking Violation or within 14 days from the mailing date of a Notice of Delinquent Parking Violation, you may appeal the Notice of Parking Violation on-line at www.citationprocessingcenter.com **OR** complete this form and return it to the Salinas Police Department at 312 East Alisal Street, Salinas, CA 93901.

*Note: We recommend you file the dispute online at www.citationprocessingcenter.com. For **handwritten citations** you will need to wait several business days for the citation to be entered into the on-line system.*

You will receive notification of whether your request for appeal is approved or denied. If you are dissatisfied with the result you may request an Administrative Hearing.

Second Level: Administrative Hearing

An Administrative Hearing provides you the opportunity to contest a Notice of Parking Violation after an Initial Review.

To obtain an Administrative Hearing you must request it within 21 days of the determination of the Initial Review (first level). To request an Administrative Hearing, you must contact the Citation Processing Center at (800) 989-2058 or return the form included with the determination of the Initial Review.

Third (and final) Level: Court Review

To request a Court Review you must, within 30 days of the mailing date of the Hearing Examiner's decision, file a request for review with the Monterey County Municipal Court (CVC 40230(b)).

To request a Court Review, you must contact the Citation Processing Center at (800) 989-2058. The court requires a \$25.00 filing fee to process a Court Review.

The court receives and reviews the files of the Initial Review and Administrative Hearing. The reviewer renders a decision and notifies the appellant (you).