

Parking Services University of California, Santa Barbara Santa Barbara, CA 93106-7001
HOW TO CONTEST A NOTICE OF PARKING VIOLATIONS AT UC SANTA BARBARA

Effective January 1, 1994, the California Vehicle Code was amended, resulting in changes in the way parking violations are contested. Parking Violations are no longer considered a criminal offense and may not be contested through Municipal Court without completing the administrative procedure outlined below.

Filing an Administrative Review: Within 21 days of the date on the ***Notice of Delinquent Parking Violation***, you may request an administrative review of the citation. Information regarding the administrative review procedure is available on the back of your copy of the *Notice of Parking Violation* and also at Parking Services, located on Stadium Road (across from the football stadium). You may be asked to provide a written explanation of why you are contesting the citation. The Administrative Review Officer will review your appeal and render a decision, which will be mailed to you. Please note: If your request(s) for an administrative review is not within the time frames stated above, you forfeit your rights to appeal, and all fines must be paid.

Notification about the decision: When an appeal is filed you may expect a response by mail or e-mail within 7 business days. **What if my appeal is denied?** If this happens, you may either appeal the decision to the Hearing Examiner within 21 days of the *Disposition Notice* date, or you may pay the penalty and/or late fee.

Hearings are held the second week of each month, on Tuesday at 8:30am, and Thursday at 1:00pm. To schedule an appointment for a hearing in person or by mail, you must complete the Hearing Examiner Information Sheet included. You may also include or present any additional information that was not available in the initial hearing appeal process. ***Note: The full penalty amount of the citation must be submitted along with the Hearing Information Sheet. Payment for hearings cannot be made online. Postmarks are accepted.*** Appointments are scheduled one to two weeks after the Hearing Examiner Information Sheet is received at Parking Services. To request a hearing in person mark the day and time you want to appear. In most cases the Hearing Examiner will personally deliver the results of the hearing once it has concluded.

Assembly Bill 1228 (CVC40215b) allows a person to request a hearing without payment of the parking penalty upon satisfactory proof of inability to pay the amount due. Please contact Parking Services for further information.

Location of Hearing: Hearings are held during the second week of each month on Tuesday at 8:30 a.m. and Thursday at 1:00 p.m. in the Public Safety Building, located on Mesa Road. On the day of your appointment, your promptness is required. Allow plenty of time for parking, as permits are required to park on campus. You may park in the Public Safety parking lot or lots 30, 31 or 32.

If you want to contest the Hearing Examiner's decision, you must file an appeal in Santa Barbara Municipal Court within 30 days after the mailing of the *Notice of Disposition*. There is a \$25.00 filing fee. Information on how to file an appeal in Santa Barbara Municipal Court is available at UCSB Parking Services office Monday through Friday, 7:30 a.m. to 5:00 p.m. For further information please call (805) 893-3680 or 893-2589.



PARKING AND TRANSPORTATION SERVICES

SANTA BARBARA, CALIFORNIA 93106-7001

HEARING INFORMATION SHEET

If you are not satisfied with the administrative review results, you may schedule an appointment with the Hearing Examiner within 21 days from the mailing date of the results. Requests that are received after the deadline date will not be considered for a hearing and any further rights to contest the citation(s) will be forfeited. **Payment must be submitted along with this form in order to request a hearing. Payment for hearings cannot be made online.** Postmarks are accepted. In-Person Hearings are held during the second week of each month on Tuesday at 8:30am, and Thursday at 1:00pm. A Hearing may also be conducted by mail without appearing in person.

All information presented in the initial administrative review will be available to the Hearing Examiner.

TO SCHEDULE A HEARING:

- 1) Complete this form in its entirety.
- 2) **Enclose the full penalty amount of the citation(s) and any applicable late fees.** Make check payable to: *UC Regents* and include citation and vehicle plate number on the check. 3) Mail this form and check to: *University of California, Parking Services, Santa Barbara, CA 93106-7001*, or deliver in person to UCSB Parking Services located on Stadium Road.
- 4) **If requesting a hearing in person:** Return this form indicating the day of the week and time you would like to appear. A letter will be mailed to you confirming the date and time of your hearing.
- 5) **If requesting a hearing by mail:** Return this form along with a detailed written statement explaining why you are contesting the citation(s) that were issued to you.

PLEASE CHECK ALL BOXES below THAT APPLY to your situation.

- I am the registered owner of the vehicle.
- I am not the registered owner of the vehicle, but I accept responsibility for the citation(s).
- I am attaching additional information for review.
- I am not attaching additional information for review.
- I choose to have my hearing conducted in person. (Please indicate below the time and day that you prefer)

Tuesday 8:30 a.m. Or Thursday 1:00 p.m.

I choose to have my hearing conducted by mail. Penalty amount of \$..... is enclosed.

Vehicle Plate Number: _____ Citation Number(s): _____ Violation Date(s): _____

Phone: (____) ____-_____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Failure to appear on the assigned date will result in forfeiture of penalty posted. If you need to reschedule, contact Parking Services at (805) 893-2589 prior to your hearing appointment. For Office Use Only

Results Personally Delivered Citation Dismissed Citation Upheld Failure to Appear Other Comments:

Hearing Office Signature: _____ Date: _____