

# **PARKING CITATION APPEALS REQUEST FOR ADMINISTRATIVE HEARING AFTER INITIAL ADMINISTRATIVE REVIEW**

Concordia University Irvine issues parking citations consistent with the provisions of the California Vehicle Code and under authority granted by the Irvine Police Department. All citations issued on Concordia University property are considered "Official Parking Citations" and may be reported to the Department of Motor Vehicles. Unpaid citations may also result in civil action including an administrative hold placed on a student's academic record.

In compliance with California Vehicle Code section 40215(b), Concordia University Irvine has adopted the following procedure for the review of contested parking citations.

## **INITIAL ADMINISTRATIVE REVIEW:**

**An administrative review is an informal review of the citation by the issuing agency to determine if an error was made in issuing the citation.**

To request an initial review of a parking citation, a person may fill out a "Request for Parking Ticket Review" form and deliver it to the CUI Department of Campus Safety.

This Administrative Review is conducted by the issuing agency. Results of the initial Administrative Review will be sent to the person requesting the review in a timely manner once the review has been conducted.

## **ADMINISTRATIVE HEARING:**

**An Administrative Review is a formal hearing conducted by a "Qualified Examiner" who may be a retired judge, licensed attorney, arbitrator, or other impartial and specially qualified person who does not have financial interest in the revenue of the parking citation being reviewed. The results of this hearing are legally binding.**

If a person desires to request an Administrative Hearing after receiving the results of the Initial Administrative Review, that person may make such a request by telephone, in writing or in person within 21 calendar days of the issuing agencies mailing of the results of the Initial Administrative Review.

The most common method of requesting a hearing is by filling out a "Request for Administrative Review Hearing" form and delivering it to the Department of Campus Safety or the citation processor. In addition to the request for hearing, the person requesting must also submit the total amount of the parking penalty to the processing agency, Judicial Data Systems.

An Administrative Hearing may be granted without depositing the total amount of the parking penalty upon satisfactory proof of an inability to pay the amount due. Satisfactory proof may be a copy of a current bank statement that shows a balance insufficient to pay the citation amount.

**Judicial Data Systems  
P.O. Box 25120  
Santa Ana, California 92799-5120**

**(714)432-6166**

**PARKING CITATION APPEALS**

**REQUEST FOR ADMINISTRATIVE HEARING  
AFTER INITIAL ADMINISTRATIVE REVIEW**

Citation number: \_\_\_\_\_ Date of Initial Review: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_

Violation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I have received the response following the Initial Administrative Review and hereby request a formal **ADMINISTRATIVE HEARING** for the parking citation listed above.

I have included a copy of the Administrative Review and a copy of the Request for Parking Ticket Review form with this request.

**PAYMENT REQUIRED:**

- I have submitted with this form the full amount owed as required by law.
- I am unable to deposit the full amount due and have included satisfactory proof of why I cannot make such a payment at this time. (A copy of a current bank account statement showing a lack of sufficient funds may be considered satisfactory proof).

**HEARING LOCATION:**

- I request a hearing in person.
- I request a hearing by mail.

**Submit to:**

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P.O. Box 25120  
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If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no more than 21 calendar days following the mailing of the results of the issuing agency's initial review. The request may be made by telephone, in writing or in person. The person requesting an administrative hearing shall deposit the amount of the parking penalty with the processing agency. The issuing agency shall provide a written procedure to allow a person to request an administrative hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due. Notice of this procedure shall be provided to all persons requesting an administrative hearing. After January 1, 1996, an administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to this article. The person requesting the hearing may request one continuance, not exceeding 21 calendar days.

© The administrative hearing process shall include the following:

- (1) The person requesting a hearing shall have the choice of a hearing by mail or in person. An in-person hearing shall be conducted within the jurisdiction of the issuing agency. If an issuing agency contracts with an administrative provider, hearings shall be conducted within the jurisdiction of the issuing agency or no more than 21 miles outside the county.
- (2) If the person requesting the hearing is a minor, that person shall be permitted to appear at a hearing or admit responsibility for the parking violation without the necessity of the appointment of a guardian. The processing agency may proceed against the minor in the same manner as against an adult.
- (3) The administrative hearing shall be conducted in accordance with written procedures established by the issuing agency and approved by the governing body or chief executive officer of the issuing agency. The hearing shall provide an independent, objective, fair, and impartial review of contested parking violations.
- (4) (A) The issuing agency's governing body or chief executive officer shall appoint or contract with qualified examiners or administrative hearing providers that employ qualified examiners to conduct the administrative hearings. Examiners shall demonstrate those qualifications, training, and objectivity necessary to conduct a fair and impartial review. An examiner shall not be employed, managed, or controlled by a person whose primary duties are parking enforcement, parking citation, processing, collection or issuance. The examiner shall be separate and independent from the citation collection or processing function. An examiner's continued employment, performance evaluation, compensation, and benefits shall not, directly or indirectly, be linked to the amount of fines collected by the examiner.

**Unpaid citations may be reported to the Department of Motor Vehicles and a hold may be placed on the vehicle registration.**

**Concordia University Irvine parking citations are processed in conjunction with:**

**Judicial Data Systems  
P.O. Box 25120  
Santa Ana, California 92799-5120**

**(714)432-6166**