PARKING CITATION APPEAL FORM

PLEASE READ AND FOLLOW THE INSTRUCTIONS TO INSURE PROPER CONSIDERATION OF YOUR APPEAL

Cabrillo College

1. For your appeal to be considered this form must be submitted within **TWENTY-ONE (21) days** of the issue date of the citation to the Cabrillo College Sheriff's Office, 6500 Soquel Drive, Building 955, Aptos, Ca. 95003.

2. Fill out all requested information on the appeal form. In the "Explanation" area write the reason for your appeal in enough detail to give the reviewer a clear understanding of your case. Attach a photocopy of the citation.

3. Fill out the 3 x 5 postcard, attached to the appeal form, with **YOUR** name and address. This postcard will be mailed to the address you supplied. The reverse side will indicate the outcome of your appeal.

4. If your appeal is approved you do nothing, this completes the appeal process and your citation will be cleared. If your fine has been reduced, submit the indicated fine, your copy of the citation and the postcard to the Cabrillo College Sheriff's Office to complete the appeal process. If your appeal is denied it is your responsibility to pay your citation promptly. Additional penalties will be assessed and the Department of Motor Vehicles notified to place a hold on your vehicle registration if the parking penalty is not paid when due.

Name:_____ Date of Citation:_____ Citation # CC_____

Address:_____ Phone #_____

Violation #:_____ Description: _____ Location:_____

EXPLANATION/REASON FOR APPEAL: (WRITE LEGIBLY)

Continue on reverse side if necessary

FOR CABRILLO COLLEGE SHERIFF'S OFFICE USE ONLY

Date Received:_____ **By:**_____ **Date Reviewed:**_____ **By:**_____

SATISFACTORY INFORMATION THAT THE VIOLATION:

- ☐ **DID NOT OCCUR**
- ☐ **REGISTERED OWNER IS NOT RESPONSIBLE FOR VIOLATION**
- ☐ **HAS MISTAKE OF FACT - OFFICER ERROR**
- ☐ **EXTENUATING CIRCUMSTANCES - INTEREST OF JUSTICE**
- ☐ **BAIL/FINE REDUCED IN CASES OF "NO PERMIT" WHEN PERMIT WAS IMPROPERLY DISPLAYED**
- ☐ **APPEAL DENIED - INSUFFICIENT INFORMATION TO SUPPORT CLAIM TO OVERTURN CITATION**