

Administrative Hearing Request
Cuesta College Police Department
P.O. Box 8106, San Luis Obispo, CA 93403-8106
(805) 546-3205 FAX: (805) 546-3954 email: ccpd@cuesta.edu

IF YOU ARE NOT SATISFIED with the initial citation review, you have 21 days from the date of response to request an administrative hearing. The procedures to contest a citation are governed by California Vehicle Code 40215.

To request a hearing:

1. Complete this form entirely.
2. Enclose full penalty amount of the citation(s) and any applicable late fees OR a Waiver of Penalty Deposit Form (contact our office for this form)
3. All information presented in the initial citation review will be available to the Hearing Examiner.
4. Review page two for further rights and responsibilities.

Please check all of the following boxes as applicable:

- I have read and understand my rights and responsibilities on the reverse side of this form.
- I am the registered owner of the vehicle.
- I am not the registered owner, 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.
- I choose to have my hearing conducted by mail.
- Penalty in the amount of \$_____ is enclosed.

Vehicle License: _____ Citation #(s) Contesting: _____
Phone: _____ Student Identification #: _____
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

***** Do not write below this line. For Office Use Only. *****

You have been scheduled to appear on _____ at _____. Failure to appear for the scheduled hearing will result in forfeiture of penalty posted. If you decide to forfeit the posted penalty in lieu of appearance, please notify Parking Services at least (2) two days before your scheduled appearance. If you need to reschedule, contact the Cuesta Police Department (805-546-3205) at least 24 hours prior to your hearing appointment. **RESCHEDULING REQUESTS WILL NOT BE HONORED IF LESS THAN 24 HOURS NOTICE IS GIVEN.**

Citation Dismissed Citation Upheld Citation Reduced to \$_____ FTA Other

Comments: _____

Hearing Officer Signature: _____ Date: _____

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Parking Citation Hearing Process
Statement of Rights and Responsibilities

You have been granted an Administrative Hearing for the adjudication of a parking citation. The hearing, held before a Parking Hearing Officer, will be informal and rules regarding the admissibility of evidence will not be strictly applied. The Hearing Officer will make a decision based on all the evidence presented.

BE ADVISED THAT:

1. If you are not the registered owner of the vehicle involved you must state your reason for appearing.
2. The Parking Hearing Officer will consider for disposition only those citations that have been prepared for hearing at this time.
3. You will be asked to make one of the following pleas:
 - A. Admit validity of the citation with explanation.
 - B. Deny validity of citation.
4. The original or any true copy of the citation containing all material information is prima facie evidence that the violation occurred, and the issuing officer will not be required to be present at the hearing.
5. You have the obligation to show by a preponderance of the evidence (that is, evidence that as a whole shows that the fact sought to be proved is more probable than not) that the citation in question was not validly issued. Such evidence may include, but not limited to: records, documents or testimony of witnesses.
6. You are to remain in the hearing room until your hearing is completed. If you should leave prior to the completion of your hearing you will be considered in default.
7. The result of your hearing will not be provided in person, but will be mailed to you within 15 days of the hearing date.
8. You have the right to appeal the final determination of the Hearing Officer to the San Luis Obispo Superior Court within thirty (30) days of the mailing date of the result of your hearing. A \$25.00 court filing fee will be required by the Superior Court. This filing fee will need to be deposited with the court at this time until the final determination is made through the court hearing process. If the citation is upheld, the citation fine will be retained by Cuesta College and the court filing fee will be retained by the Superior Court. Both payments will be returned to you if the court dismisses your citation.

I have read the above and understand my rights and responsibilities.

Date: _____

Signature: _____

Print Name: _____