CITY OF GLENDORA POLICE DEPARTMENT
Parking Citation Section
150 S. Glendora Ave., Glendora, CA 91741
Phone: (626) 914-8250

REQUEST FOR INITIAL REVIEW/INVESTIGATION

Parking Violation GPA No.: _____ **Date issued:** _____

Requester's Name: _____ License Plate No.: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone Daytime: _____ Phone Evening: _____

I wish to contest this notice of parking violation for the following reason/s: _____

_____

_____

_____

Request made: ☐ In Person ☐ By Phone ☐ By Mail

Signed:_____ **Date:**_____

NOTICE*: *Request for initial review must be made within 21 days of the citation issuance or 14 days of the mailing of the Notice of Delinquent Parking. If you wish to contest the review decision, you have 21 days to deposit the full amount of the parking penalty and schedule an Administrative Hearing through Data Ticket.

OFFICE USE ONLY

Comments: _____

_____

_____

_____

_____

_____

ID: _____ Date: _____

Review was: ☐**Upheld** ☐**Dismissed** ☐**Reduced:**_____

Requester was notified: ☐ In Person ☐ By Phone ☐ By Mail: Data Ticket

Receiving Employee: _____

CITY OF GLENDORA POLICE DEPARTMENT
Parking Citation Section
150 S. Glendora Ave., Glendora, CA 91741
Phone: (626) 914-8250

PROCEDURE FOR CONTESTING NOTICE OF PARKING VIOLATION

Assembly Bill 408 became effective July 1, 1993. This law decriminalizes parking citations, removes their processing from the responsibility of the courts, and establishes a system of "administrative adjudication" for these offenses. AB 408 extensively revises most of the California Vehicle Code provisions that relate to the issuing, processing, and collection of parking citations. The following sets forth the three steps to contesting a parking citation as provided by this law.

STEP 1: Initial Review

Within 21 calendar days of the issuance of the notice of parking violation or within 14 days of the mailing of the "Notice of Parking Violation," the contestant must request to contest this notice of parking violation either in person or by telephone (626-914-8250), or by sending a written request to "PARKING CITATION SECTION," Glendora Police Department, 150 S. Glendora Ave., Glendora, CA 91741. ***The fine is not due until the review has been completed, which may take up to 30 days.***

A representative of the Police Department will review the request. After a thorough review, a written response will be mailed to the contestant and a copy filed at the Glendora Police Department. If the contestant is not satisfied with the results of this initial review, he or she may initiate Step 2.

STEP 2: Administrative Hearing

Within 21 calendar days of the mailing of the dated, written results of the Initial Review, the contestant may, if not satisfied with the results, request an Administrative Hearing before a Hearing Examiner by filing a request with the Citation Processing Center, P.O. Box 2730, Huntington Beach, CA 92647 (800-989-2058) either by telephone or by mail. A check or money order (no cash) in the full amount of the parking violation penalty payable to the "City of Glendora" must accompany the request for Administrative Hearing.

IF YOU FAIL TO COMPLY WITH THE REQUIREMENTS OF **STEP 1** AND **STEP 2** IN THE ABOVE MANNER AND WITHIN THE TIME LIMITS, YOU HAVE LOST THE STATUTORILY PRESCRIBED ABILITY TO CONTEST THE NOTICE OF PARKING VIOLATION.

The Hearing Examiner must consider the results of the Initial Review (Step 1) when rendering a final decision. Since the results of the Initial Review must be forwarded to the Hearing Examiner as part of the contestant's file, a hearing cannot be scheduled until the Initial Review is completed.

Once the request for an Administrative Hearing is completed and the parking penalty deposited within the time limit, the contestant will be notified of the hearing date, time, and location. The contestant may elect to mail in their explanation (written declaration) to the Citation Processing Center or may be personally present during the hearing to offer testimony and any applicable documentation.

The Hearing Examiner's final decision will be mailed by the Citation Processing Center to the contestant, by first class mail, within 10 days of the hearing date. If the contestant prevails, the City of Glendora will reimburse the contestant the parking penalty.

STEP 3: Appeal

Within 30 days after the mailing of the final decision, if the contestant is not satisfied with the results of the Administrative Hearing (Step 2), he or she may seek review and file an Appeal in the West Covina Court, Traffic Division, 1427 West Covina Parkway, West Covina, CA 91790. The contestant must pay a fee of $25 to the court for the filing of the notice of appeal with the court. If the contestant prevails in court, the City of Glendora will reimburse the contestant for the $25 filing fee and will refund any parking penalty paid in accordance with the Court's decision.

IF A NOTICE OF APPEAL OF THE DECISION OF THE ADMINISTRATIVE HEARING (STEP 2) IS NOT FILED WITHIN THE 30-DAY LIMIT, THE DECISION OF THE HEARING OFFICER IS DEEMED FINAL.