

# NOTICE OF ADMINISTRATIVE REVIEW FINDING

From:

- City of Monterey
- Parking Division
- 340 Tyler Street
- Monterey, CA 93940

Vehicle License #: \_\_\_\_\_

Citation #: \_\_\_\_\_

Citation Date: \_\_\_\_\_

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

Violation(s): \_\_\_\_\_

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

Officer ID: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Reason for Requested Review: (attached additional sheets if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above contested notice of parking violation (NPV) has been reviewed and the circumstances of the issuance have been investigated. Based on the review and investigation, the following finding has been made:

\_\_\_ The citation will be dismissed because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Citation is dismissed - No fees are due** \_\_\_ **Citation Dismissed Administrative \$10 Fee Due**

**OR**

\_\_\_ The citation is determined valid because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and fee(s) of \$ \_\_\_\_\_ are now **due and payable within 30 days of date of citation.** You may request an **Administrative Hearing**, see page 2 of this form.

\_\_\_\_\_  
**Reviewer Name & Title**

\_\_\_\_\_  
**Date**

# NOTICE OF PARKING VIOLATION ADMINISTRATIVE HEARING PROCESS INFORMATION SHEET

## What is an Administrative Hearing?

An Administrative Hearing provides the opportunity for individuals to contest a Notice of Parking Violation (herein after referred to as NPV) directly with the issuing agency through the Administrative Hearing Officer, after an Administrative Review. When a motorist receives a NPV it can be contested either by mail or in person at the Administrative Hearing Office. (40200.7 CVC)

## Administrative Hearing:

*If you are requesting an Administrative Hearing by mail, please read the following instructions:*

- 1) Mail in Administrative Hearing requests, **must be submitted within 21 days** from the postmark date of the Administrative Review Officer's findings.
- 2) Send the original citation **and a check for the amount of penalty** (payable to the Office of Parking Violations), along with a written explanation as to why you feel the NPV is unwarranted.
  - If you "deny" the NPV, you must enclose factual evidence to support your position.
  - If you "admit with an explanation" to the NPV, describe the circumstances when you received the NPV.
- 3) Mail to:  
**City of Monterey**  
**Parking Enforcement Center**  
**P.O. Box 57001**  
**Irvine, CA 92619-7001**
- 4) **For questions, call 1-866-802-0049 Agency Code: 4006**

*If you are requesting an Administrative Hearing in person, please read the following instructions:*

- 1) You will need to mail in your Administrative Hearing request for a personal appearance **within 21 days** from postmark date of the Administrative Review Officer's finds or **within 21 days** of the date it was hand delivered to you. **You must include a check for the full amount of penalty due** (see address in #3 above). This payment is refundable if the NPV is suspended. You will be notified of the appearance date by return mail.
- 2) At your personal appearance you may:
  - "admit with an explanation" to the NPV and describe the circumstances when you received the NPV.
  - "deny" the NPV, you must provide factual evidence to support your position.

To request a court review you must, within 30 days of mailing of the Hearing Officer's decision, file a request for review with the civil court having jurisdiction over the agency who issued the NPV. (40230(b) CVC). The Superior Court of California, Monterey Branch located at 1200 Aquajito Road, Monterey, CA 93940, has jurisdiction for parking appeals.

## What is a Court Review?

A court review involves filing with the court for a \$25.00 fee a request Court Review of the NPV. This is a "de novo" review. This means the court will review the NPV and either sustain it and fees remain due or suspends the NPV and the parking penalty and the \$25.00 fee is refunded by the issuing agency.

The court receives the file of the Administrative Review and Administrative Hearing and reviews the information in the files. The reviewer then renders a decision and notifies the parking authority and the appellant (you).

**A FINAL NOTE: *There are no provisions in the Vehicle Code, nor is the issuing agency required to conduct an Administrative Review or schedule an Administrative Hearing if the mandated time limits are not followed by the violator.***