



PARKING APPEAL FORM

PERSONAL INFORMATION:

VIOLATION AND VEHICLE INFORMATION:

University ID Number: _____

Name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: * _____

*** Email is the primary means of communication for an appeal ***

Student

Faculty/Staff

Visitor/Other

Ticket Number: _____

Ticket Number: _____

Ticket Number: _____

Fine(s) Amount: _____

License Plate Number: _____

Year: _____

Make: _____

Model: _____

University Parking Decal or Tag Number: _____

BASIS OF APPEAL: (Use additional paper if needed)

IMPORTANT: APPEALS ARE ONLY ACCEPTED IN CASES WHERE THERE IS SIGNIFICANT DISPUTE OVER THE FACTS OR WHEN THERE ARE MAJOR EXTENUATING CIRCUMSTANCES. NOT AGREEING WITH A VALID PARKING REGULATION SHALL NOT BE GROUNDS FOR AN APPEAL.

REFER TO THE BACK OF THIS FORM FOR A LIST OF INSUFFICIENT GROUNDS FOR THE ACCEPTANCE OF AN APPEAL.

Signature: _____

Date: _____

My signature is verification that I am the person in Item 1

** All information provided and my supporting statement is true and accurate.*

APPEAL DECISION: (Chief of Police)

APPEAL DECISION: (Traffic Appeals Committee)

Appeal Accepted – **NO FINE**

Appeal NOT Accepted – **FINE DUE:** _____

Appeal Partially Accepted- **FINE DUE:** _____

\$ _____ will be applied to other outstanding parking fines or refunded by Parking Services.

Initials: _____

Date: _____

Appeal Decision Reversed – **NO FINE**

Appeal Decision Upheld – **FINE DUE:** _____

Appeal Decision Modified- **FINE DUE:** _____

\$ _____ will be applied to other outstanding parking fines or refunded by Parking Services.

Initials: _____

Date: _____

APPLICABLE APPEAL INFORMATION

PARKING APPEAL INFORMATION

- In accordance with OP 24.03, Electronic Communications Policy, communication regarding the appeal will be conducted via email addressed to the person's ASU email address. No other email address may be substituted.
- Failure to respond to emails regarding an appeal within 5 business days will result in the appeal being considered withdrawn.
- All initial requests for appeals of parking citations must be made in writing.
- Please attach the ticket(s) you are appealing to this form.
- All information on the appeal form must be legible and completed for the appeal to be processed.
- **Appeal Process:** An appeal form must be completed and returned to Parking Services within ten (10) days after a citation has been issued. The form will be reviewed by the chief of university police, who if facts support the appeal, may void the citation.

If an appeal is denied by the chief of police, the individual has the right, upon request, that the appeal be forwarded to the Traffic Appeals Committee. The chairperson of the Traffic Appeals Committee shall then contact the person making the appeal and advise him/her as to the date, time, and the place the appeal will be heard.

Appeal forms may be obtained from the UPD website at: www.angelo.edu/parking

- Failure to appear at the time fixed for a personal hearing is equivalent to a plea of guilty. In such cases, no further hearing will be scheduled and associated fines will be imposed.
- The Parking Appeals Committee is comprised of University community members (not of Parking and University Police Department personnel).
- False or misleading statements or failure to disclose pertinent information will result in denial of an appeal. It may also result in the loss of parking privileges and/or other appropriate administrative action including referral to the Office of Student Life.
- The following are insufficient grounds for accepting an appeal of a parking citation:



- Being late or in a hurry.
- Dropping something or someone off or picking them up.
- Preferred parking lot full or too far away.
- Inclement weather.
- Others parked in the same way did not receive tickets.
- Using flashing hazard lights (or four-way lights).
- The amount of time the vehicle was parked.
- The owner of the vehicle was not driving at the time.

Office of Parking Services

1825 S. Johnson * (325) 486-6435 Office * (325)942-2279 Fax * parking@angelo.edu Email