

**CITY OF NORWALK  
PARKING VIOLATION  
APPEAL PROCESS AND INSTRUCTIONS**

The appeal process has three levels of appeal.

1. Administrative Review
2. Hearing Examination
3. Trial de Novo (Judicial Hearing)

**ADMINISTRATIVE REVIEW:**

Your first level of appeal is to the Administrative Review Officer. You may submit a request for a parking citation review within 21 days of receiving a citation. The designated officer will review the circumstances of your request and the citation. Do not pay the citation fines until you receive the decision on your appeal. The citation can be dismissed under the following circumstances only:

1. The Prima Facie case has not been established (material errors in the citation).
2. Appropriate signs or markings prohibiting or regulating parking were not properly posted.
3. Another occurrence not the fault of the owner.

The staff will notify you in person or by mail of their finding within 21 days of receiving your request. If your request is approved, the citation will be dismissed with no further action necessary on your part. If the appeal is denied, you must pay the full amount listed on the citation and mail it to: The City of Norwalk PARKING DIVISION, 12700 Norwalk Blvd., Norwalk, CA 90650.

In order to appeal a Handicap parking citation, **copies of the following documents are required:**

1. Handicap Placard
2. DMV Placard Registration
3. DMV Vehicle Registration
4. Placard Holder=s I.D.

**HEARING EXAMINATION:**

If you are not satisfied with the results of the administrative review, your second level of appeal is to the hearing examiner. You must within 14 days of the mailing of the results of the Administrative Review, mail this form to the City of Norwalk, PARKING DIVISION, 12700 Norwalk Boulevard, Norwalk, CA 90650 and request a hearing examination. **You must attach the full bail amount of the parking penalty to request a hearing examination. If you fail to attach the full bail amount, you will forfeit your appeal.** You may choose to appear personally or have your written request reviewed, as submitted to the hearing examiner. Hearings conducted in person may be recorded. The hearing examiner's final decision may be rendered immediately at the conclusion of the hearing, or mailed to you by first class mail. The hearing examiner will notify you within 14 days after the review. If your request is approved, the citation will be dismissed, and your parking penalty deposit will be refunded to you, with no further action necessary on your part. If your request is denied, you have 30 days after mailing or delivery of the final decision to personally file the final appeal with the Downey Municipal Court, 7500 Imperial Hwy., Downey, California 90241.

**TRIAL DE NOVO:**

If you are dissatisfied with the results of the examination by the hearing examiner, you may, within 30 days after the mailing of the final decision, seek review in the Downey Municipal Court. The review shall be a trial de novo. This process is handled entirely by you. It requires you to contact the court and file an appeal. Downey Municipal Court is located at 7500 East Imperial Highway in the City of Downey. The Court Clerk can be reached at (562) 803-7046.

1. A copy of the notice of appeal shall be served by personal service or by first-class mail upon the processing agency, which is the City of Norwalk, Department of Public Safety.
2. The court filing fee for this review is \$25.00, which shall be refunded, along with the penalty deposit, if you are successful in the appeal.
3. These reviews are subordinate judicial duties. They may be heard by traffic trial commissioners and other subordinate judicial officials.

If no notice of appeal is filed with the court within the 30 day limit, or the results of the judicial hearing are adverse to you, the decision rendered shall become final.

Further questions about this procedure may be directed to the City of Norwalk PARKING DIVISION, (562) 929-5732.

Postmark/Walk In Date

CITY OF NORWALK
DEPARTMENT OF PUBLIC SAFETY

For Office Use Only:
Disposition Codes:
Disposition Reason for M/D Letter
(U/D/M) (M-1/2, D-1/2/3) Code

REQUEST FOR PARKING VIOLATION REVIEW

PLEASE PRINT

Citation Number: Date of Citation: Vehicle License Plate #:
Code Sections Violated: Appellant's Name:
Mailing Address: City: State: Zip:
Day Phone: ( ) Evening Phone: ( )

ATTACH A COPY OF THE ORIGINAL CITATION TO THIS FORM

I hereby request a parking citation review for the following reason(s):
Use back side of this sheet for additional writing space. Appellant's Signature:

See Attached

OFFICE USE ONLY

ADMINISTRATIVE REVIEW

Assigned Date: Assigned Sergeant:
Date of Administrative Review: Review Officer Assigned:
Disposition of Review:
Citation dismissed for the following reason(s):
Evidence of Correction of Violation and/or Requested Documentation Provided

HEARING EXAMINATION

Requesting Examination be Conducted: In Writing In Person
Date of Hearing Examination: Deposit of Penalty Rcvd.: \$ Hearing Examiner Assigned:
Disposition of Examination: Review Upheld Review Overturned - Appellant not liable for violation
Modification of terms (elaborate briefly):

Notification of Trial de Novo Rcvd.: Date of Trial de Novo: Officer Assigned:

Please mail this form with requested documentation to:
City of Norwalk, Parking Division, Po Box 1030, Norwalk, CA 90651-1030.

Office Only
Status Code: