

CITY OF OELWEIN PARKING VIOLATION APPEAL FORM

This process is an administrative review . If you reel that the ticket received by you is unwarranted or there are mitigating circumstances, please fill out this form. This form will then be reviewed on the merits of your case. If you receive an unfavorable response, the matter may be taken before a Magistrate for a judicial determination.

APPELLANT FILL OUT PARTS I & III ONLY

Pari I. Completed by Appellant. Type or print clearly.

Name: _____
Address: _____
Telephone: _____
Date: _____

Ticket 1 # _____ License # _____
Amount\$ _____

Part II. Finding of Administrative review panel

The Administrative Review Panel has made the following decision on the parking ticket you placed on appeal. This decision was based on information provided by you and the issuing officer.

___ Dismissed
___ Not Dismissed

If a "Not Dismissed" decision is determined, payment must be received by the Oelwein Police Department with fifteen (15) days of this notice. If unpaid within this time, a Notice of Complaint will be filed with the Fayette County Clerk of Court, and a appearance date will be given. If a plea of guilty is made, payment of the ticket and court cost is required. If a plea of not guilty is made, a trial date will be set. If found guilty at trial, a fine and court costs will be levied.

Authorized Signature Administrative Review Panel
Date

Part III . Completed by Appellant

CAUTION: ANY STATEMENTS MADE ON THIS FORM MAY CONSTITUTE AN
ADMISSION ON YOUR PART.

Mitigating circumstances:

(use blank sheet if more space is required)

_____ Date

Signature of Registered Owner Required

Part IV. (Completed by Officer) Officers Comments:

Officer' s Signature

Part V

1 Appeal File date: _____

2 Case number: _____

3 Date Appeal Hearing: _____

4 Date Appellant Notified: _____

5 Comments: _____

