

**CITY OF EL CAJON PARKING CONTROL  
HOW TO CONTEST A  
NOTICE OF PARKING VIOLATION**

Legislation has been adopted which provides the procedures for handling parking violations if someone feels that a review or ruling on their particular situation is needed. This procedure removes the process from the criminal court system and treats these cases as a civil process. Should you choose not to exercise the process and instead attempt to ignore the violation, there is a provision to increase penalties and to place a registration hold on your vehicle which blocks you from re-registering for current tabs. If you just have a question about the violation, you may call the issuing agency to seek an answer, however, if you want to contest the violation, the following steps must be followed:

**STEP 1:** The Administrative Review/Investigation, which will be conducted by the issuing agency. No penalty is due at this step. Complete the "Request for Administrative Review" form. **Mail the form and attach supporting evidence to:** City of El Cajon, Parking Enforcement Center, PO Box 4726, Irvine, CA 92716-4726. The time will stop running on the delinquent process until after the Review is conducted and a ruling has been made. At that stage, the time will start running again. You will be notified in writing of the Review results. You will be responsible to pay your penalty at the end of this step. It is vital that you provide accurate mailing address and daytime telephone information so we can contact you. If the violation was upheld, you have twenty-one (21) calendar days to pay the penalty or If you are dissatisfied with the results of the Review, you have twenty-one (21) calendar days from the mailing date of the results, to proceed to Step 2. If you ignore the time limits, the results of the Administrative Review/Investigation become final and further penalties may be added and notification forwarded to the DMV to block your vehicle registration.

**STEP 2:** The Administrative Hearing. At this time, you are required to pay your penalty and the Hearing Fee, prior to being scheduled for a Hearing. You will fill out the "Request for Administrative Hearing" form on which you will indicate your choice of **2A) PERSONAL CONFERENCE** or **2B) REVIEW BY MAIL**. **The Hearing fee is \$100.00.** You will complete a "Statement of Facts" form and attach supporting evidence. You will be scheduled and notified by mail of the Hearing date and time. After the Hearing, you will be notified by mail of the results. If the violation was dismissed, you will receive a refund of the parking penalty deposited. If you are dissatisfied with the results of the Hearing, you have thirty (30) calendar days from the mailing date of the Hearing results to proceed to Step 3. If you ignore the time limits, the results of the Hearing become final and further penalties may be added and notification forwarded to the DMV to block your vehicle registration.

**STEP 3:** The third and final step is the Appeal to Civil Court, which is held before a magistrate or a traffic trial commissioner. You, as the appellant, are responsible for paying the \$25.00 filing fee, for the costs associated with serving the processing agency, and for paying, in advance, the full amount currently due for the outstanding parking violation, if not previously paid. Should you prevail, the issuing agency shall refund any parking penalty deposited and the court fee. **The Civil Appeal is filed at the El Cajon Police Department, Records Division/Parking Control at 100 Fletcher Parkway El Cajon CA 92020.**

The City of El Cajon is endeavoring to be in total compliance with the American's with Disabilities Act. If you require the services of an interpreter, it is your responsibility to provide this person.

At any point, if you are unable to pay or deposit penalties or fees and you are claiming indigent status, you must complete the El Cajon PD Financial Statement, and provide supporting documentation to prove your claim.

If you have further questions, please contact the Parking Enforcement Center at 1(800)654-7275.

# REQUEST FOR ADMINISTRATIVE REVIEW

City of El Cajon  
 Alpine Fire Protection District

California Highway Patrol-El Cajon  
 Lakeside Fire Protection District

NAME \_\_\_\_\_

VIOLATION # \_\_\_\_\_

ADDRESS \_\_\_\_\_

VIOLATION DATE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LICENSE PLATE/VIN # \_\_\_\_\_

PHONE NUMBER [ \_\_\_\_\_ ] \_\_\_\_\_

\*\* DO NOT WRITE BELOW THIS LINE \*\*

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## ADMINISTRATIVE REVIEW RESULTS:

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

### Action Taken:

\_\_\_\_\_ Your request has been approved and the violation is dismissed. No further action is required.

\_\_\_\_\_ Your request has been reviewed and the penalty is discharged. However, a \$25.00 Administrative Fee is imposed. The \$25.00 must be received within twenty-one (21) days of the mailing of this notice or the violation will be considered delinquent and subject to additional fees.

\_\_\_\_\_ Your request has been denied and the penalty must be paid. Amount Due \$ \_\_\_\_\_. Payment must be received within twenty-one (21) days of the mailing of this notice or the violation will be considered delinquent and subject to additional fees.

If you are dissatisfied with this ruling and wish to proceed with the Administrative Hearing, the full penalty amount is due, and a hearing fee of \$100.00 must be paid prior to scheduling the Hearing.

## ADMINISTRATIVE REVIEW COMMENTS

Stolen Vehicle                       Disabled Vehicle                       Error on Violation Notice  
 Mistake of Facts                       Has Valid Placard                       Official Business/Vehicle  
 Incarcerated  
 Other: \_\_\_\_\_

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

Contestant & Parking Enforcement Center Notified By: \_\_\_\_\_ Mailing Date: \_\_\_\_\_

**NOTICE OF PARKING VIOLATION  
REQUEST FOR ADMINISTRATIVE REVIEW/HEARING  
STATEMENT OF FACTS**

Note: Your statement should be brief and concise and directly to the point. It should outline the facts as you feel they exist, with supporting evidence, and be set forth as you would explain them to the Hearing Examiner if you were appearing in person.

**PARKING VIOLATION #** \_\_\_\_\_

**VIOLATION DATE** \_\_\_\_\_

**LICENSE/VIN #** \_\_\_\_\_

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I, \_\_\_\_\_, declare:  
**Contestant's Name**

**I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.**

Executed by \_\_\_\_\_ on \_\_\_\_\_  
**Contestant's Signature** **Date**

at \_\_\_\_\_ El Cajon, California \_\_\_\_\_  
City and State where document is signed