

SUMMONS APPEAL

Information and Instructions: Pursuant to the Enforcement Policy established by the Committee on Campus Parking, a challenge to a parking or traffic summons must be (1) filed within ten (10) days after summons issuance and (2) submitted in writing on this form ONLY. The Office of Parking & DolphinCard Services will acknowledge the date of filing and issue the appellant a receipt. A separate address label is furnished for mailing an appeal disposition letter to the appellant. Complete this address label and submit together with this form - **DO NOT INDICATE YOUR NAME OR ADDRESS ON THE APPEAL FORM ITSELF**. Appeal decisions are rendered by a College hearing officer. All late notices and fees are stayed until the appeal process is completed. Please call the Office of Parking & DolphinCard Services with any questions.

SUMMONS NUMBER

DATE ISSUED

EMPLE ID#

DATE OF FILING (month/day/year)

FINE

CHARGED VIOLATION

As the owner/operator charged, I hereby enter the following statement in support of my appeal. (Please print or type)

PLEASE DO NOT WRITE BELOW THIS LINE

Appeal Received by

Hearing Officer ID

Date Filed

Return Date

Date of Decision

Dismissed

Sustained

Reduced

Other