



# Parking Citation Appeal Form

(MUST BE FILED WITHIN 10 ERAU BUSINESS DAYS)

CHECK ONE:     STUDENT         FACULTY/STAFF        DATE: 

This grievance will first be reviewed by the Parking Services Supervisor to determine that there are no irregularities in the issuance of the citation. The grievance will then be forwarded to the Chief Justice of the Student Court or Parking and Traffic Committee Designee for review. The results of this review will be forwarded to you in writing, by mail. If you are not satisfied with the action taken you may then appeal in person to the Student Court or Parking and Traffic Committee. Such appeal must be submitted in person to the Student Government office or Parking Office within ten (10) business days.

***ILLEGIBLE OR MISSING INFORMATION MAY VOID YOUR CITATION APPEAL***Citation#     Citation Date     Decal# Violation     License Plate#     State Name     ID# ERAU Box# 

(IF YOU DO NOT HAVE A ERAU BOX, PLEASE PRINT YOUR LOCAL ADDRESS)

Phone     Email 

I feel that this citation is unwarranted due to the following circumstances: (Be Specific – PRINT)

Signature: \_\_\_\_\_

If found responsible of this citation, you will have an additional opportunity to appeal. Appeals of this grievance will be heard by the Student Court or Parking and Traffic Committee as soon as possible. You must make a personal appearance to present your case. You will be notified of the next available court date when you request a hearing.

Failure to keep Student Court dates may result in additional fines. Employees failing to appear before the Parking and Traffic Committee will lose their right to any further hearing.

Please contact the Parking and Traffic Office at ext 6482 or the Student Government Office at ext 6045 for any further assistance.

Decision: _____	Date of Action: _____
Signature: _____	