

University of Colorado at Colorado Springs

PARKING TICKET APPEAL APPLICATION

This application is not valid until it has been returned to the Department of Public Safety and an appeal date has been scheduled.

Return to: Department of Public Safety
Public Safety Building Parking Garage First Floor
PO Box 7150
Colorado Springs, CO 80933
719-262-3528 FAX: 719-262-3394

1. ALL appeals must be made in person before the Parking Committee. Written appeals are not allowed unless pre-approved by Director of his/her representative.
2. You must file your appeal within ten (10) business days of the date of the ticket. By failing to file your appeal within ten (10) business days, you have waived your right to appeal.
3. When you file your appeal form with the Department of Public Safety, you will schedule an appearance date before the board. The appearance date MUST be within sixty (60) days of the date of the ticket.
4. Once your appeal date is scheduled, you may change your appearance date only one time and only if you contact the Department of Public Safety at least 24 hours prior to the scheduled appearance date.
5. Failure to appear before the board for your scheduled appearance will result in an automatic denial of your appeal. The automatic denial of your appeal may not be appealed.
6. When you file your appeal, you waive the right to have your fine reduced by \$10.00.

Appeals may be granted for two reasons:

1. There is substantial evidence that the appellant did not commit the violation for which the citation was issued.
2. That although the appellant may have committed the violation, circumstances were not under the appellant's control, and:
 - Prior to being issued the citation, made some demonstrable attempt to notify the University Police of the situation.
 - Can produce written verification from a source who was a party to the situation, or
 - Circumstance was so unusual that it cannot reasonably occur again.

Circumstances such as ignorance of the law, inability to find a proper parking space, or financial hardship caused by the fines *do not constitute a sufficient basis for the approval of an appeal.*

Making your appeal before the board:

1. Your appeal before the board is limited to three minutes.
2. You may bring witnesses who have relevant information regarding the specific alleged violation.
3. You must represent yourself before the board. You may not appoint another (except legal counsel) to represent you.

Appeals are heard by a committee of faculty, staff, and students who have NO connection to the Department of Public Safety or the University Police.

ALL DECISIONS THIS BOARD MAKES ARE FINAL AND MAY NOT BE FURTHER APPEALED.

Ticket Information: Ticket # _____ Date Ticket Issued ____/____/____ License Plate # _____

Appellant Status (*check one*) Current Student Past Student Faculty/Staff Other

Appellant Information (please print):

Name _____ Student # _____ Phone # (____) _____ - _____

Street _____ City _____ State _____ Zip _____

E-mail: _____

Scheduled date and time of appearance before the Appeal Committee. This is your only notification of date and time:

Day of week: Friday Date: ____/____/____ Time: ____:____ *p.m.*

The appeal committee meets in the Department of Public Safety Conference Room DPS 107. Your appeal will be limited to three (3) minutes. The appeal committee reserves the right to reschedule your appearance.

Signature

By signing below, the appellant acknowledges that he/she has read and understands all procedures and policies of the appeal process and understands the decision of the committee is final and may not be appealed further.

Date: _____