



Parking / Municipal Citation Administrative Hearing Request

PLEASE PRINT LEGIBLY

| | | |
|----------------------|----|-----|
| _____ | | |
| Name | | |
| _____ | | |
| Address | | |
| _____ | | |
| City | St | Zip |
| _____ | | |
| Daytime Phone Number | | |

| | |
|-------------------|---|
| _____ | |
| Violation Number | Date Issued |
| _____ | |
| Date Appeal Filed | (Must be appealed within 21 days of issuance) |
| _____ | |
| Violation | |
| _____ | |
| Email Address | |

Return completed form, citation and supporting documentation to:

Winnetka Police Department, 410 Green Bay Rd, Winnetka, IL 60093 or email to police@winnetka.org



Option 1: I request a hearing in front of a hearing officer.

Location: Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093

I will appear at the time and date specified and state my case to a hearing officer. The hearing officer will decide whether I am liable or not. **If found liable I understand a \$40 hearing fee may be added to the assessed fine for the violation.**

Signature Date

**All Juvenile Citations 9:00am
All Parking / Municipal Citations 10:30am**



Option 2: I wish to submit my hearing request in writing and waive a personal appearance.

I will not be required to appear at the hearing and state my case to a hearing officer. The hearing officer will decide whether I am liable or not based on this form and any supporting information I attach. **If found liable I understand a \$40 hearing fee may be added to the assessed fine for the violation.** I will be notified by US Mail of the outcome.

Please indicate on the reverse side why this citation should be reversed or why you are not liable.

Signature Date

-----*For Office Use Only*-----

Hearing date _____ Time _____ At Winnetka Police Dept., 410 Green Bay Rd., Winnetka, IL

After assigning a hearing date/time, provide a copy of this form to the respondent.

