



Please Print Clearly!

Parking Citation Administrative Hearing Request

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

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

Return 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

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
Parking / Municipal Citations 10:30am**

Location: Winnetka Village Hall, 510 Green Bay Road, Winnetka IL. (Council Chambers / 2nd Floor. (ADA accessible)

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.

Signature Date

-----Tear off-----

Please take this portion with you:

Hearing date _____ Time _____ At The Winnetka Village Hall, 510 Green Bay Rd, 2nd Floor

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

Provide copy to respondent

