

**ADMINISTRATIVE HEARING PROCESS
INFORMATION SHEET**

2ND LEVEL - ADMINISTRATIVE HEARING

You may not request an Administrative Hearing unless you have received a result of initial Administrative Review and have been found liable.

If you are dissatisfied with the results of the Initial Review, you may request and Administrative Hearing by the following the instructions below.

Instructions for Administrative Hearing:

1. Submit a request for an Administrative Hearing **within 21 calendar days of the mailing of your Initial Review results.**
2. Indicate your preference for an Administrative Hearing **in person or in writing.**
3. **Remit payment for the full amount due on the citation.** Payment may be made online prior to your hearing request or you may submit a check or money order by mail with your request for an Administrative Hearing.
4. Include a copy of your citation and your Initial Review result letter.
5. **Include your full name and mailing address.** Results of the agency's decision cannot be mailed without a complete and correct mailing address.

Mail to:

**City of Monterey
P.O. Box 1930
San Jose, CA 95109**

For questions, call 1-855-597-5252

If you are found not liable during the Administrative hearing process, any amount paid will be refunded.

3RD LEVEL – CIVIL APPEAL

California Vehicle Code Section 40230(a) allows for the ability to file a Civil Appeal for a parking citation if you are dissatisfied with the results of your Administrative Hearing. You may not request a Civil Appeal unless you have received a Result of Administrative hearing and have been found liable. The following instructions must be followed in order to file a Civil Appeal.

1. If your citation remains unpaid due to a previous request for a waiver of the penalty, you **must** pay your citations in full to the City prior to filing a Civil Appeal.
2. You may file a Civil Appeal at the court in the jurisdiction in which the citation was issued. The Civil Appeal must be filed within 30 calendar days of the mailing of the City's final decision.
3. Upon filing a Civil Appeal, you will be required to pay a filing fee to the court.

If you are found not liable during the Civil Appeal process, any amount paid will be refunded (including the filing fee)

A FINAL NOTE: There are no provisions in the Vehicle Code, nor is the issuing agency required to conduct an Administrative Review or schedule an Administrative Hearing if the mandated time limits are not followed by the violator.