

UCLA Citation Hearing Office

ADMINISTRATIVE HEARING INFORMATION SHEET

- If you are not satisfied with the results of the Initial Administrative Review (First Level), you may request an Administrative Hearing to be conducted either by **Telephone** (scheduled on Wednesdays by appointment only) the hearing, held before a certified Hearing Examiner, will be informal and the rules governing the admissibility of evidence is not strictly applied; **OR** by **Written Declaration** (you do not have to appear for a Written Declaration Hearing).

In order to qualify for an Administrative Hearing, you must submit a request within 21 days (**Payment/Hearing Due Date noted on your denial letter**); requests submitted after the due date will no longer be eligible for an Administrative Hearing. To request a Hearing, you may submit the on line form found on the next page, your denial letter from the Administrative Review (fill out the back) or call 310-825-1400.

State Law requires that you pay all fines owed on the citation(s) BEFORE you can request an Administrative Hearing. If the Hearing Examiner rules in your favor, you will be issued a refund. To make a payment close this document and return to the citation lookup page (accept Visa, MC, Discover)

■ What happens at an Administrative Hearing?

(Written or Telephone are evaluated equally)

The Hearing Examiner will be provided with a case folder which contains all the information relevant to your citation, including but not limited to:

- Copy of the Citation(s)
- Any correspondence received by you, the UCLA Parking Enforcement Officer, any photos or evidence, results of any investigations conducted during the Initial Review, etc.
- A complete computer record of all calls received and notices sent.

The Hearing Examiner will review this information, and will also apply any additional evidence/testimony of why the decision for your citation should be reconsidered.

ALL Written Declaration Hearing decisions will be mailed to you.

The Hearing Examiner will base decisions on the preponderance of evidence presented, facts of the case, applicable Motor Vehicle Code Laws, UCLA Parking Services Rules & Regulations as well as any additional testimony/information presented by the contestant.

Telephone Hearing Procedures:

1. Are conducted on Wednesdays only and must be prescheduled.
2. Once you receive your appointment notification, please plan and be on time to attend the telephone hearing as scheduled. No late arrivals will be accepted; you will forfeit your ability to appeal your citations further.
3. When you are scheduling your hearing, let us know if any witnesses will attend the telephone hearing.
4. Any interpreters needed must be pre-arranged before your scheduled appointment free of charge. UCLA will provide an independent interpreter for the hearing. It is your responsibility to request this service when scheduling your hearing.
5. If you are unable to attend the telephone hearing as scheduled, you are required to call the UCLA Citation Hearing Office at (310)825-1400, **at least 24 hours before your scheduled appointment**. You must answer the telephone call on time as scheduled. You will be granted one continuance not to exceed 21 days from the original appointment or the next available appointment; you may elect to have your hearing conducted by Written Declaration instead as well.

Note: If you are not satisfied with the Hearing Examiner's decision, you have the right to appeal the decision within 30 days from the date your decision was rendered. ALL Appeals must be submitted directly to the Superior Court by the contestant, a court filing fee is required.

UCLA Citation Hearing Office

Mail or Fax to: 555 Westwood Plaza, Ste. 100, L.A., Ca. 90095 (Fax: 310-206-9601)

ADMINISTRATIVE HEARING REQUEST FORM

If you are not satisfied with the results of the Administrative Review, you may request an Administrative Hearing of your citation(s) by a Hearing Examiner either by written declaration (no appearance is required) or by scheduling a Telephone Hearing by your due date noted in your denial letter. **California Vehicle Code 40215 requires that before a hearing may be scheduled ALL fines must be paid by the due date.** If the Hearing Examiner rules in your favor, you will be granted a refund. Telephone hearings are conducted on Wednesdays by appointment only.

I have paid the fines for citation _____ by the due date, my due date is _____.

*Multiple Citation(s): _____ Due date(s): _____

If you have **not** paid the fines, please go to www.pticket.ucla.edu to pay online before requesting a hearing.

I am requesting a hearing (check one) Written Declaration Telephone Hearing*

* I understand Telephone Hearings are by **appointment only** and are conducted on Wednesdays. It is my responsibility to answer the telephone call as scheduled; failure to do so will forfeit my right to contest the citation further.

Name: _____

(Contestant) Address: _____

City: _____ State: _____ Zip: _____

*Contact Telephone Numbers: _____ Cell: _____

*Email: _____

*Required to receive a response of scheduled Telephone Hearing Appointment. Official notices are mailed with scheduled date and time of the hearing. You may also check on line for updates

Note: The Hearing Examiner, by Law, is not involved with the First Level Review what so ever, the Examiner will base decisions on the preponderance of evidence presented, facts of the case, Motor Vehicle Codes, UCLA Parking Rules & Regulations as well as any additional testimony given by the contestant.

Reason I am contesting citations further, please consider these additional facts:

By submitting this request, I certify that all statements are true and complete. Any false or incomplete information may subject me to forfeiture of my rights to an administrative hearing.