



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

PARKING TICKET AND APPEAL PROCESS

When a parking ticket is issued by an agency, it is the responsibility of the driver or owner of a vehicle to respond to the facts presented on the ticket

There are three (3) levels to the review and appeal process. EACH LEVEL IN THE PROCESS MUST BE TAKEN IN ORDER AND COMPLETED BEFORE PROCEEDING TO THE NEXT LEVEL.

Level 1: Administrative Review by the Issuing Agency: You may request an administrative review of your ticket by the agency that cited the violation. The agency will review the ticket and determine if the issuance of the ticket was valid, and provide you with a response. ***Strict timeframes apply to the request process. Contact the agency that issued your ticket for additional information regarding how to request an Administrative Review.***

Level 2: Administrative Hearing by a Hearing Officer: If the issuing agency upholds the ticket you may request a hearing to present your case before an Administrative Hearing Officer. ***Strict timeframes apply to this process. Contact the agency that issued ticket for information regarding fees and how to request an Administrative Hearing.***

Level 3: Appeal Hearing before a Superior Court Bench Officer: If the decision of the Administrative Hearing Officer is not to your satisfaction, the decision can be appealed to the Superior Court. ***See the time frames for this process outlined below.***

SUPERIOR COURT ADMINISTRATIVE PARKING APPEAL HEARING

**ADMINISTRATIVE LEVELS 1 AND 2 MUST BE COMPLETED
BEFORE A HEARING WITH SUPERIOR COURT CAN BE REQUESTED**

TO REQUEST A HEARING:

Submit to the court the following forms and fees within 30 days after personal service or within 35 days after mailing of the Administrative Judge's final decision:

- 1. ORIGINAL Notice of Appeal – Administrative Parking Hearing (SDSC Form #MO-035)**
NOTE: Required Attachments: Administrative Hearing Officer's Decision and Proof of Service of decision.
- 2. \$25.00 fee (check or money order) or completed Request to Waive Court Fees (JC Form #FW-001)**

If you are requesting an Appeal Hearing for more than one ticket, a separate Notice of Appeal, Proof of Service and fee will be required for each violation.

Superior Court forms and additional information may be found at www.sdcourt.ca.gov. Although court employees can provide you with general procedural information, they cannot give you legal advice.