



PARKING CITIATION ADMINISTRATIVE INVESTIGATION

VC 40215 (a)

This form must be submitted within **21 days** of the date of the citation.

YOU HAVE NO RIGHT OF APPEAL AFTER THESE DATES!

Please print all information

Citation #

Date Issued:

Vehicle License plate #:

Name:

Address:

City:

State:

Zip Code:

Phone #:

It is the responsibility of the person requesting this administrative investigation to comply with the procedures and the time limits specified in the **CITATION REVIEW PROCESS** form. Read it carefully before submitting your review request. The purpose of this investigation process is to determine if this alleged violation occurred, or if the registered owner was not responsible for the alleged violation.

Please explain your reason(s) for believing that this citation was issued in error or that you are not responsible for the alleged violation. It is important to be clear and detailed in your explanation. Use additional page(s) if necessary and attach photographs if you feel it will help prove your case. Please return both copies of this form and your citation which will be used to investigate and evaluate your appeal.

Note: Citations issued for failure to properly display a valid LGHS parking permit will be dismissed with a reduced fee of \$10.00 if you provide proof of VALID permit to the Los Gatos/Monte Sereno Police Department. **This is a "ONE TIME ONLY" COURTESY DISMISSAL. Subsequent citations for the same offense of not displaying your LGHS permit properly as required by the LGHS Administration will result in full payment of \$52.00.**

I have read and understand the Citation Appeal and the Citation Review Process and certify under penalty of perjury that the information herein is true and correct. **You must print, sign, and return the form to: Los Gatos/Monte Sereno Police Department, 110 E. Main Street, Los Gatos, CA 95030 either by mail or in person. Include the ticket that you are appealing.**

Signed: _____ Date: _____

Do not write below this line - Official Use Only

Issuing Officer: _____ Badge #: _____ Officer Comments: _____

Investigation by _____ Date: _____ COMMENTS: _____

Valid Citiation - See citation review page if you wish further review

Citation Dismissed - Interest of Justice Employee Department Error

Citation dismissed - Received reduced fee (may need proof of valid permit or placard)