

REQUEST HEARING

1. **READ and SIGN** the following statement:

"I request a hearing to **contest the charges** indicated below. **I enter my plea of not responsible.** I understand that I may voluntarily enclose a deposit (Cashier's Check or Money Order) equal to the sanction which will be forfeiture should I fail to appear for my hearing. I further understand that the deposit forfeiture will relieve me of the possibility of the court assessing additional monetary sanctions should I fail to appear for the hearing."

Signature: _____

Deposit: is is not enclosed

2. **Write the complaint number** which appears in the Upper left-hand corner of your copy of the citation:

Complaint _____

3. **ENTER the Violation Code (s)** for which you are

Requesting a hearing: _____

4. PRINT the following:

Name _____

As it appears on your citation

Address: _____

City, State, Zip: _____

Daytime Ph: _____ DOE _____

5. **DETACH THIS PAGE, PLACE IT WITH YOUR DEPOSIT (CASHIER'S CHECK OR MONEY ORDER ONLY) AND A COPY OF YOUR CITATION IN THE ATTACHED ENVELOPE: MAIL TO THE COURT NOTED ON YOUR CITATION**

6. Mail envelope at least five working days before court date. You will be notified by mail of a hearing date.

7. Check one:

I *will* be represented by a lawyer

I *will not* be represented by a lawyer

IMPORTANT: If you do not receive a court date within 30 days after Mailing in request for hearing, call the court.

You MUST appear on the date assigned and be prepared to present evidence and/or examine witnesses before a Judge.

If you need reasonable accommodations pursuant to the American with Disabilities Act (ADA), call the court identified on your Citation.