

Administrative Hearing

If you are dissatisfied with the [Initial Review](#) results, you may further contest the ticket by requesting an Administrative Hearing. Unlike the initial review request, [California Vehicle Code](#) Section 40215 requires that you pay in advance all fines that are owed on the ticket before you can request an Administrative Hearing. Administrative Hearings must be requested within 21 days of the date the decision was reached on your Initial Review Request. If you fail to request the Administrative Hearing within the prescribed time you will forfeit the right to a hearing.

To request an Administrative Hearing, please complete the Administrative Hearing request form that is located at the bottom of your initial review request results form and mail it to the [Parking Violations Bureau](#) along with the applicable payment. Please be sure to check the applicable box indicating that you are requesting a hearing. You can also download a [Hearing Request Form](#).

You will receive written notification regarding the date and time scheduled for your hearing. Administrative Hearings are conducted at the following locations:

West Los Angeles: 9911 W. Pico Blvd., Suite B204 [Map It](#)

Downtown Los Angeles: 201 N. Los Angeles St., Suite 21 [Map It](#)

Van Nuys: 14553 Delano St., Suite 212 [Map It](#)

In-Person Hearing Proceedings

- Please arrive 10 minutes early to complete the required paperwork.
- You may bring any witnesses, records, or documents with you that are applicable to your case.
- Any interpreters needed, including sign language, must be provided by the contestant.
- Any additional documents, relating to the appeal of your citation must be submitted at the time of your hearing. No extensions will be granted to submit further documentation. Documentation will not be returned.
- Results of the hearing will be mailed to you at the address provided.

If you cannot attend an in-person Administrative Hearing, you may submit a [Written Declaration](#) or request that the Hearing Examiner render a decision based on the statement you submitted on your [Initial Review Request](#) form. You may also use the Written Declaration form to add additional information not included on your original Initial Review Request form.

Written Declaration Hearing Proceedings

A Hearing Examiner will review your Written Declaration. When your hearing has been completed you will receive the decision by mail.

If the Hearing Examiner makes a decision in your favor, the Parking Violations Bureau will refund your payment, if you have no other outstanding parking tickets. If

you have outstanding parking tickets, the refund will be applied to the unpaid balance.

What Takes Place At An Administrative Hearing

The Parking Violations Bureau will provide the Hearing Examiner with all relevant information associated with your case. Information provided may contain the following items:

1. Copy of the ticket you were issued;
2. All correspondence that the Parking Violations Bureau has on file that you submitted;
3. Investigation results that were conducted associated with your ticket;
4. Computer system notes on phone calls made to the Parking Violations Bureau relevant to your ticket; and
5. Correspondence and notices that were sent to you by the Parking Violations Bureau.

The Hearing Examiner will review all information, and listen to your explanation as to why you feel the parking ticket should be dismissed. The Hearing Examiner will end the hearing once he/she has enough information to render a decision. The results of the hearing will be mailed to you within 15 days from the date of your hearing. The Hearing Examiner will render one of the following decisions:

1. The parking ticket is upheld and/or the late fees are warranted.
2. The parking ticket is upheld and the late fees are waived.
3. The parking ticket is dismissed.

As required by the California Vehicle Code, your Hearing date will not be later than 60 days after the initial request for a Hearing. If you are unable to attend the Administrative Hearing on the scheduled date you may reschedule your hearing. Administrative Hearings can only be rescheduled ONE time. If you are not in attendance on the date of your rescheduled hearing you will lose the opportunity to contest your parking ticket. To reschedule a hearing please call (866) 561-9742.