Appeal & Request for Hearing Form

Administrative Citation #: _____ Amount Enclosed: $ _____

Name: _____
Address: _____
Phone: Home (___) _____ Business: (___) _____
Address of violation in citation: _____

Reason for appeal (Indicate why an appeal is being requested for each violation, attach additional sheets as necessary):

_____
_____
_____
_____
_____
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_____
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_____
_____
_____
_____

I, the recipient of the above mentioned citation, wish to appeal and request a hearing and certify that the above statements are true and correct to the best of my knowledge. I understand that unless an Advanced Deposit Hardship Waiver has been submitted and approved, the entire amount of the fine must accompany this appeal for it to be considered complete. I further acknowledge that the payment of my fine amount will be cashed prior to my hearing.

SIGNATURE _____ DATE _____

Important Notes:

- Appeals and payments must be received within thirty (30) days of the date of the citation.
- Advance deposit hardship waiver request must be made on a separate form within ten (10) days of the date of the citation.
- Each violation being appealed must have a reason/explanation as to why an appeal is being requested for that specific violation.
- If your appeal is timely and complete, a hearing will be set for a date not less than fifteen (15) days and not more than sixty (60) days from the date the appeal is filed.
- Checks, cashier's checks, or money orders must be made payable to the "City of Glendale."
- Do not send cash.
- If the citation is dismissed or cancelled, a refund of the citation amount paid shall be issued.
- A credit card payment may be made online at www.CitationProcessingCenter.com or by calling (800) 969-6158.

Mail completed appeal form and payment of fine amount to:

City of Glendale
C/O Citation Processing Center
P.O. BOX 7275
Newport Beach, CA 92658 – 7275

Investigated by: _____

SEE REVERSE SIDE FOR STANDARDS OF APPEAL

Glendale Municipal Code Chapter 1.24.140 – General procedures for all administrative hearings

A. Administrative hearings are intended to be informal in nature. Formal rules of evidence and discovery do not apply. Other than copies of citations, notices, notice and orders, and inspections reports served on the responsible parties as part of the enforcement action giving rise to the hearing, no pre-hearing discovery of the city's evidence shall be permitted.
B. The city bears the burden of proof at an administrative hearing to establish the existence of a violation of this code.
C. A preponderance of the evidence shall be the standard of proof used by the administrative hearing officer in deciding the issues at an administrative hearing.
D. Each party shall have the opportunity to cross-examine witnesses and present evidence in support of his or her case.
E. The only evidence that shall be permitted at the hearing and considered by the administrative hearing officer in reaching a decision is that evidence that is relevant to the proof or disproof of:
    a. Ownership of the subject property when applicable;
    b. Whether a person noticed by the city as a responsible party is, in fact, a responsible party;
    c. Whether a violation of this code occurred and/or continues to occur on the date or dates specified in the citation, notice, or notice and order;
    d. Whether the responsible party has caused, maintained or permitted a violation of this code on the date or dates specified in the citation, notice, or notice and order; and in the event of an administrative enforcement hearing on an administrative civil penalties notice and order, whether the amount of civil penalties proposed by the enforcement officer to be assessed pursuant to the procedures and criteria set forth in this chapter are reasonable.

Glendale Municipal Code Chapter 1.24.150 – Failure to attend administrative hearing

Any responsible party whose property or actions are the subject of an administrative hearing and who fails to appear at the hearing shall be deemed to have waived the right to a hearing; the adjudication of the issues related to the hearing, any and all rights afforded under this code; and shall be deemed to have failed to exhausted their administrative remedies, provided that proper notice of the hearing as required by this or other applicable chapter of this code has been served.

Glendale Municipal Code Chapter 1.24.270 – Administrative citation appeal hearing procedures

A. No hearing to contest an administrative citation before an administrative hearing officer shall be held unless the fine has been deposited in advance or an advance deposit hardship waiver has been issued.
B. Subject to the limitation imposed by paragraph A above, a hearing before the administrative hearing officer shall be set for a date that is not less than fifteen days and not more than sixty days from the date that the request for hearing is filed.
C. At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and present evidence concerning the administrative citation.
D. The failure of any responsible party who is subject to an administrative citation to appear at the appeal hearing shall constitute a forfeiture of the citation fine and a failure to exhaust his administrative remedies.
E. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.
F. The administrative hearing officer may continue the hearing and request additional information from the enforcement officer or the recipient of the administrative citation prior to issuing a written decision.