

ADMINISTRATIVE REVIEW INSTRUCTIONS

As of July 1, 1993, parking violations are no longer a criminal offense and are handled as a civil matter. This means the court will no longer hear parking violation cases. When parking citations are contested, the ticketing agency no longer needs to prove "beyond a reasonable doubt" that the citation is valid. Instead, the burden of proof is now your responsibility. It is your responsibility to prove by a "preponderance of the evidence" that the citation is invalid. This evidence can be in the form of written statements and/or any other support for your claim for dismissal such as: statements from eye witnesses, photographs, or valid handicap placards with registration cards. It is advisable to keep copies of the evidence you submit for your own records.

To contest a citation, California Vehicle Code 40215, requires you to request an "Administrative Review" within **twenty-one (21) days** from the date of the Notice of Illegal Parking. If you fail to do so, you lose your ability to contest the citation, and the citation penalty becomes a formal debt due the City. If the penalty is not paid in a timely manner, the California Department of Motor Vehicles will place a hold on your vehicle registration. Furthermore, failure to pay may effect your credit rating, as unpaid balances may be submitted to a credit reporting service and/or collection agency.

To initiate the "Administrative Review" process, complete the "Request to Dismiss" form within the twenty-one (21) day period and provide all evidence supporting your case. After you have submitted this package, you will be notified within four weeks as to the disposition of this review and further options available to you.

If the "Request to Dismiss" form is mailed to you, the deadline to return your paperwork is twenty-one (21) days from the date of the Notice of Illegal Parking. Please submit your documentation to:

CITY OF IMPERIAL BEACH
FINANCE DEPARTMENT
825 IMPERIAL BEACH BLVD.
IMPERIAL BEACH, CA 91932
(619) 628-1365