

## REQUEST TO APPEAL (LEVEL 1)

Submittal of a citation appeal/administrative review does not mean that the parking citation will be dismissed.

Citation appeals must be submitted within 21 calendar days from the date of the citation or within 14 calendar days from the date of the "Notice of Delinquent Parking Citation" that is mailed to the registered owner. Late submittals will not be accepted and the fine must be paid with any applicable late fees. The Level 1 appeal can be made on-line.

Please complete one form for each parking citation. Citation appeal/administrative review forms can be completed online or call the Toll Free number (888) 919-5529. Appeal Forms are available at the below listed locations. Please allow 2 to 4 weeks for the citation appeal/administrative review process to complete.

	
<a href="https://www.paymycite.com/sbvc">https://www.paymycite.com/sbvc</a>	<a href="https://www.paymycite.com/chc">https://www.paymycite.com/chc</a>
For questions please call (888) 919-5529	For questions please call (888) 300-9915

You will receive the results via US Mail at the address you provide on the form. If you do not receive a Citation Review Results letter after 6 weeks, please call the campus location where you received your citation. SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

If the citation has been upheld, the citation penalty amount is due within 21 calendar days from the date of the Results letter. If you are not satisfied with the review results, you may request an administrative hearing (Level 2). This request must be made within 21 calendar days from the mailing date of the citation review internal results letter. The penalty amount shall be deposited within this time frame or a hearing will not be scheduled.

For further information, please see: Administrative Hearing (Level 2)

## ADMINISTRATIVE HEARING (LEVEL 2)

All administrative hearings are conducted and reviewed by a qualified hearing examiner. All qualified hearing examiners are independent mediators and are not employees of SBCCD.

If you wish to contest the citation review results, you may request an administrative hearing within 21 calendar days from the date of the appeal/administrative review letter.

Administrative hearing requests may be made in person, in writing or by telephone. It is

not required but you may meet with the hearing officer at a scheduled conference. If you choose to only submit a written declaration, the hearing officer will still conduct a review of your appeal based on the information you provide.

The following requirements must be met before a request is officially recognized. As the requester, you must fulfill the following within 21 calendar days of the mailing date of the appeal/administrative review (Level 1) results letter.

- Request an administrative hearing.
- Complete and return the appropriate administrative hearing forms.
- Deposit the amount of the parking penalty on-line or in person.

SBCCD Police or designee will notify you verbally or via US Mail of the date and time of the scheduled administrative hearing.

SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

Administrative hearings will be scheduled within 90 calendar days from the date of the request.

SBCCD Police will notify you via US Mail of the results of the administrative hearing. If you are dissatisfied with the results of the administrative hearing, you may appeal to the Superior Court within 30 calendar days of the notice date of the notification letter.

If you have not received the notification letter of the administrative hearing in a timely manner after the date of the hearing or review, please contact SBCCD Police.

## **SUPERIOR COURT (LEVEL 3)**

The final level of appeal is handled by the Superior Court of San Bernardino, Central Division. You have thirty (30) calendar days from the date your 2<sup>nd</sup> level appeal was mailed to file for a "citation review" in the Superior Court. There is a \$25.00 filing fee the court retains for the review process; regardless of the outcome. The decision of the court is binding. You can obtain the necessary paper work, and pay the filing fee for review, at the below address:

San Bernardino County Superior Court District  
Central Division  
Second Floor, County Courthouse  
351 North Arrowhead Avenue  
San Bernardino, CA 92415