YOUR RIGHTS AND REQUIREMENTS

(PLEASE READ CAREFULLY)

1. By TR §26-302 of the Annotated Code of Maryland (Transportation), "the registered owner of the vehicle is presumed to be the person receiving the citation", and is therefore legally responsible for all parking citations issued thereto. A photocopy of the registration must accompany all appeal requests.

2. **You have the right to stand trial in the District Court of Maryland in Hyattsville, or have the matter decided through the Review Process in lieu of or before standing trial. Once your appeal or review request is filed, the fine is held at the original cost until a ruling is made in the matter. You may pay the original fine before a judgment is made. Failure to appear before the Court for trial, or for a scheduled hearing with the Review Official will result in a judgment against you.**

3. You have 14 calendar days from the day the citation was issued to file this application for review, or to notify us that you request to stand trial in the District Court of Maryland. By failing to do so, it is presumed that you have waived your right to appeal and must pay the fine and any late fees assessed. Once you have paid, you may then, with your own legal counsel, petition the District Court through the Clerk of Courts for litigation in this matter.

4. This agency honors the postmark date on appeal requests and any correspondence or payment sent by regular mail for fulfilling due date requirements.

5. When Court is requested, a subpoena will be sent from the District Court to the registered owner.

6. The Parking Enforcement Division of the City of College Park and the Parking Violation Resolution Review Official will send all correspondence regarding reviews via regular first class mail to the address provided on this form by the applicant. All such correspondence is presumed delivered as intended if it is not returned to this office by the US Postal Service as undeliverable.

7. If the address you provide on this form changes before the matter is decided, it your responsibility to provide forwarding addresses to both the US Postal Service and to our office. This agency is not responsible for undeliverable correspondence if we are not notified of, and given, your forwarding address, nor for errors made by you in the address you provide on this form.

8. You will not receive a phone call regarding this matter unless special circumstances arise that call for immediate **clarification.**

9. If you wish to dispute the Review Official's decision to uphold or reduce a fine, you may then request to stand trial in the District Court of Maryland in appeal of the matter, if you so choose. Your request to stand trial must be filed with our office by the payment due date specified in the Review Official's decision letter. It is presumed you have waived your right to stand trial in the District Court for failure to request court by that date, and payment, if any is due, will be expected.

10. After a ruling is made, any fine that you may have to pay must be received, or postmarked if mailed, by the due date **specified by the Review Official or the District Court. Failure to do so will result in the fine returning to its original cost with all late fees assessed as if you never appealed the matter.**

11. Notices of failure to pay fines are sent to the registered owner.

12. Maryland Residents: Please note that failure to pay or appeal parking citations within the time required may result in having your tags being "flagged" by the Maryland Motor Vehicles Administration, preventing your ability to renew your registration or transfer the tags or title.

13. All persons: Your vehicle may be immobilized ("booted") and/or impounded (towed) for having two or more unpaid citations aged in excess of 15 days.

14. Please contact the Parking Enforcement Division Appeals Clerk if you have any questions regarding your application.

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IF YOUR CLAIM IS THAT THE METER WAS NOT FUNCTIONING PROPERLY, PLEASE REGISTER A METER COMPLAINT WITHIN 48 HOURS OF RECEIVING THE TICKET--BEFORE SUBMITTING A REQUEST FOR REVIEW OR REQUESTING TO STAND TRIAL IN COURT.

Las Apelaciones Procesan
Estos son sus Derechos y los Requisitos Legales.

(Lea por favor toda información.)

1. La Ley de Maryland, §26-302, dicen que el dueño del carro es presumido de ser la persona que recibió la citación para la infracción de las leyes de estacionamiento. Por lo tanto, el dueño del carro es legalmente responsable de cualquier citación para una infracción de las leyes de estacionamiento que se coloca en el carro.

2. Usted puede apelar la citación de estacionamiento en el Tribunal, o usted puede apelar la citación en el Proceso de la Revisión en vez de ir a la Tribunal.

3. Usted debe pagar la multa o pedir una apelación de la multa antes 15 días han pasado. La multa para la citación duplicará si usted no paga y si usted no pide apelar la multa antes 15 días han pasado.

4. Si usted pide apelar la multa antes 15 días han pasado, la multa no subirá en el costo hasta que después de la apelación será completada, si fino es debido en aquel momento.

5. Si usted pide apelar en el Tribunal, el Tribunal le mandará una Nota a usted en el correo, que dirá cuando venir al Tribunal. Si usted no aparece en el Tribunal en la fecha que el Tribunal asigna a usted, el Juez declarará que usted es culpable, y usted tendrá que pagar doble el costo de la multa y todos los otros honorarios.

6. Si usted desea apelar la citación por el PROCESO de la REVISION, usted puede pedir tener una apelación privada en persona con el Funcionario de la Revisión, o usted puede apelar en escritura a la Funcionario de la Revisión.

7. Usted puede mandar la citación y la Aplicación para la Revisión a la Oficina de Estacionamiento por el correo. Esto debe estar en el correo antes 15 días han pasado. La dirección es **4500 Knox Road, College Park, MD 20740 . Escríbalo a la atención del Parking Review Officer.** Esté seguro que su Nombre y la dirección son correctos. Escriba por favor en inglés, si es posible. Si su dirección no es correcta, usted no puede recibir la decisión del Oficial de la Revisión, aunque usted será todavía responsable de las multas, si cualquiera, que usted quizás tenga pagar después que la decisión es hecha por el Oficial de la Revisión. Si su dirección cambia porque usted mueve a una dirección nueva antes la apelación se completa, es su responsabilidad de notificar esta oficina de su dirección nueva. El Funcionario de la Revisión manda cada correspondencia por el correo a la dirección que usted proporciona. Si la carta de la decisión mandó a usted por el Funcionario de Revisión no es vuelto a esta oficina por la oficina de correos, se presume que usted recibió la carta de la decisión.

8. Usted no recibirá una llamada telefónica del Funcionario de la Revisión con respecto a su apelación.

9. Después que la apelación es completa por el Proceso de la Revisión, usted puede pedir apelar el asunto aún más pidiendo para apelarlo en Tribunal. Usted tendrá 15 días después que el Oficial de la Revisión toma una decisión de pedir apelar el asunto en el Tribunal.

10. Si usted no pide apelar la citación por cualquier proceso, se presume que usted ha renunciado su derecho de hacer así y que usted quiere pagar la multa.

11. Si usted es un residente del Estado de Maryland, por favor nota que la Ciudad del College Park notificará el Maryland MVA para prevenir su habilidad de renovar la matrícula para su carro si usted debe dinero a la Ciudad ara estacionamiento impagado las citaciones.

12. ATENCION, TODAS PERSONAS: Su carro se puede remolcar o bota (inmovilizado) usted tiene dos o más citaciones impagadas de estacionamiento que son más viejas que 15 días.

13. Telefonee por favor la Oficina de Estacionamiento si usted tiene cualquiera pregunta. **Nosotros no hablamos español. Un traductor debe llamar para usted, sí necesario.**
301-864-5585

Print Form

ATTACHED PHOTOCOPY OF VEHICLE REGISTRATION FOR ALL APPEALS

Office Use only
If applicable, date this form was mailed to applicant:_____

REQUEST FOR PARKING VIOLATION

RESOLUTION REVIEW

City of College Park Parking Enforcement, 4500 Knox Road College Park, MD 20740
Tel. 240-487-3520 Fax. 301-699-8029

Complete the following (please **PRINT**): (use a separate form for different violations, vehicles, or dates)

CITATION (Ticket) NUMBER(s): _____ DATE ISSUED: _____

LICENSE PLATE NUMBER: _____ STATE: _____ EXPIRES: _____

DRIVER'S NAME: _____ REGISTERED OWNER? ☐ Y ☐ N

IF NO, REGISTERED OWNER'S (**) NAME: _____

STREET ADDRESS: _____ APT or P.O. BOX #: _____

CITY: _____ STATE: _____ ZIP: _____ Phone# (*): _____

Is this the address where you will be receiving mail for the next Thirty **(30)** days ? **Y** ☐ **N** ☐

If **NO**, give the address where you CAN be reached within the next Thirty **(30)** days:

STREET _____ APT# _____ City _____ Zip _____

*NOTE: You will not receive a phone call unless special circumstances require additional information that is needed immediately.

** The DEFENDANT is responsible for review/appeal mail transactions. If the mailing address you provide is incorrect, you are still responsible for any fines upheld or reduced. THE REGISTERED OWNER IS HELD ACCOUNTABLE BY LAW for all parking citations issued to a vehicle. That means, the REGISTERED OWNER will be responsible, ultimately, for paying any fines assessed, and will receive notice from the collection agency if any assessed fines remain unpaid. Maryland tags can and may be "Flagged" for non-payment of parking citations. This means your registration may not be renewed and may be revoked by the MVA. If you mail this form to our office, it must be postmarked no more than 14 calendar days after the ticket was issued. After 14 calendar days, the citation is late and cannot be processed for litigation. (Extreme circumstances may allow process at the discretion of the District Court).

Please check the option that applies:

☐ **"I am requesting an appearance in person before the Review Officer".** Indicate, **briefly**, on the reverse of this form your reason for requesting the review. Authority: §184-16.1 and §184-20.1, City Code of the City of College Park.

☐ **"I am submitting a WRITTEN review, only".** Indicate, in **detail**, on the reverse side of this form your reason for requesting the review. If necessary, attach any other pertinent information to this form. Use additional sheets of paper if needed. (**Note**; The City of College Park is not responsible for monies or evidence Authority: §184-16.1 and §184-20.1, City of College Park Code.

I, the undersigned, attest and certify, UNDER PENALTY OF PERJURY, that the information set forth herein is, to the best of my knowledge, true and correct.

Signature: _____ Date: _____

☐ **Defendant mailed-in personal letter of appeal; form completed by P.E.D. office manager. (Mail this form to defendant if his/her letter not signed.)**

Witnessed and received by the City of College Park: _____ Date: _____

Please PRINT your statement here:

Initials:_____

- Be sure to attach any defense supporting documentation, photographs, MVA documentation, copies of permits, etc.
- Use additional sheets of writing paper if needed to continue your statement.