

How do I contest the issuance of a Parking Citation?

Parking Citations are contested through written Parking Citation Appeals Form or in-person hearings. Completed Petitions must be **received** by Police Department Personnel and in-person hearings must occur within 20 days of receiving the citation:

- Appeals delivered in person must be submitted during regular business hours between 9:00 am and 5:00 pm Monday through Friday. The office is closed Saturdays, Sundays and Holidays.
- Petitions sent through US Mail or by Fax transmission (510) 261-0417, must be respectively postmarked or received no later than 11:59 pm of the 20th day.
- Only signed forms (by mail or hand delivery) or signed fax transmission copies are accepted. E-mail submissions are not accepted as a signature is required on the valid appeal.
- Requests for in-person hearings must be made through the Parking Citation Coordinator by calling (510) 535-3128 or visiting the office during business hours. In-person hearings are scheduled upon availability.

How do I receive a Parking Citation Petition Form?

- Forms can be picked up at the Oakland Housing Authority Police Department during business hours, or by
- Calling the on-duty watch commander at (510) 535-3100 and requesting a form be mailed to you (staff will ask you for your current address)

Helpful Hints if you choose to Contest a Parking Citation

- The most efficient and time saving way to contest a parking citation is to fill out a Parking Citation Appeals Form. Submit the completed form before the Response Date (20 days from the citation issuance).
- Please explain your basis for appeal with as much detail as possible.
- Please include with your petition any original documents or evidence such as Parking Permits, Photographs, maps, letters or drawings
- Please keep a copy of the entire appeal and any evidence for your records.

Request in-person hearings as soon as possible after your citation date.

OAKLAND HOUSING AUTHORITY POLICE DEPARTMENT

Parking Citation Appeal



**Oakland Housing Authority
Police Department
1180 25th Avenue,
Oakland, Ca. 94601**

**Phone: (510) 535-3100
Fax: (510) 261- 0417**

You have the right to contest a parking citation that you believe has been issued to you in error. The Oakland Housing Authority Police Department will review each situation and make a determination based on the information provided. Please write legibly and be specific. Diagrams are helpful. Understand that if the citation is deemed to be valid, the citation will not be overturned. The decision will be based on your written explanation. You will be notified by mail of the decision. ***A lost ticket, forgetfulness, parking only for a short period of time, failure to display parking permit, not seeing the signs and/or the absence of a parking space are NOT acceptable grounds for appeal.** I'm appealing the citation because;

I hereby certify that the above is a true and accurate statement: _____
SIGNATURE **DATE**

Personal Information

Name: _____

Phone: _____

Address: _____

City/Zip Code: _____

Citation Information

Location: _____

Citation Number: _____

Date / Time: _____

Vehicle License: _____