

BARRINGTON POLICE DEPARTMENT

Non-Appearance at Hearing/Citation Review Request Form

If you were issued a parking ticket and wish to appeal it you have two options.

- Request a Hearing and appear before the Village's Code Enforcement/Administrative Adjudication Department Hearing Officer
- Submit a Non-Appearance at Hearing/Citation Review Request in writing

Hearings:

Hearings are held monthly and may be scheduled in person at the Police Department, by completing this form on the reverse side and checking the box "Request for Hearing" and submitting this form by mail, or by calling 847-304-3300. Hearing requests must be made within ten (10) days of the date the ticket was issued. You will be notified by mail of the scheduled hearing date.

Non-Appearance at Hearing/Citation Review Request:

You may contest the ticket without personally appearing at a hearing by completing this form on the reverse side, checking the box "Non-Appearance at Hearing/Citation Review Request", and submitting it to the Barrington Police Department as shown below. You must also include a statement of facts specifying the grounds, and documents supporting your challenge of the violation.

By executing the Non-Appearance at Hearing/Citation Review Request you are waiving your right for personal appearance and therefore, adjudication will be based on the statement and documents you submit and the facts contained on the violation notice. Your request must include any and all materials, photos, evidence, copies of parking permits or handicap placards, etc. that you believe will prove your claim. The burden of proof is on you.

The Non-Appearance at Hearing/Citation Review Request must be postmarked within ten (10) days of the date the ticket was issued. No late fees will be assessed while the citation issued is being reviewed.

Police Department Employees Cannot Void Citations:

Disputes will not be handled in person or over the phone, only at a Hearing or by use of this Non-Appearance at Hearing/Citation Review Request form. Police Department employees are not authorized to discuss the merits of your case. They do not have the authority to void a citation. Only the Hearing Officer has the authority to dismiss a citation after reviewing the citation and any statement(s) and document(s) you might submit.

Please keep your original ticket until you receive written correspondence via e-mail or regular mail from the Police Department. Please **DO NOT** send the original ticket in with your request. Please only attach copies of the citation, your Village parking permit or handicap placard (if applicable) with this form. Please return the completed form and attachments to:

Administrative Hearing Officer
C/O Barrington Police Department
400 North Northwest Highway
Barrington, IL 60010

or send it via email to: jherzfeldt@barrington-il.gov

Non-Appearance at Hearing/Citation Review Request

- Request for Hearing (you must complete items 1 and 2 below). Hearing date/time/location will be sent to you.
- Non-Appearance at Hearing/Citation Review (you must complete items 1 through 4 below). The decision of the Hearing Officer will be sent to you after the hearing. (By choosing this option, you waive your right for personal appearance and therefore, adjudication will be based on your statement, the documents you submit, and the facts contained on the violation notice.)

PRINT LEGIBLY

1. Contact information: _____

Last Name
First Name
Middle Initial

 Current Address: _____

Street Address
City/State/ZIP

Phone #
e-mail address
2. Ticket Number: AA- _____ Date Issued: _____

 License Plate Number: _____
3. Signature: _____
4. Written explanation detailing why you feel you are not liable for the offense cited. Also, attach any supporting documents. [You may use an additional sheet if the space provided is not adequate.]

POLICE USE ONLY

PIPS _____

LEADS H/C PLACARD # _____ VOB PERMIT # _____

CALE WEB OFFICE CC# FIRST FOUR DIGITS _____ LAST FOUR DIGITS _____

Officer Remarks:

