



# TOWN OF CAMPBELL PARKING CITATION CONTESTMENT FORM

To contest a parking citation issued in the Town of Campbell, please fill out and return this form to:

CAMPBELL POLICE DEPARTMENT, 2219 BAINBRIDGE ST, LA CROSSE, WI 54603 – OR – [campbellpd@townofcampbell.org](mailto:campbellpd@townofcampbell.org)

**\*\*An appeal must be made within fifteen (15) days of issuance of the parking citation\*\***

Vehicle Registered Owner (Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Citation Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

What is the nature of your appeal? In the space below, clearly state the reason(s) you are contesting this citation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: ALL decisions/correspondence will be mailed to the vehicle's REGISTERED OWNER.

**\*\*\*FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE\*\*\***

Not Voided

Date: \_\_\_\_\_

By: \_\_\_\_\_

Voided

Date: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Court Comments: \_\_\_\_\_

## GUIDELINES FOR FILING A PARKING CITATION APPEAL

You may appeal any citation; however, the following examples **ARE NOT** considered valid reasons for appeal:

1. Lack of legal parking space
2. Lost tickets
3. Lack of convenient parking space
4. Lack of funds
5. Parking for a short period of time
6. Failure to display proper permit
7. Failure to display a valid Disabled Parking Identification (DISID) Card
8. Not seeing and/or reading signs
9. Time constraints; it took longer than anticipated
10. Time constraints; you were late
11. Failure to receive mailed notices due to incorrect/out-of-date address listing with Department of Transportation
12. Curbs not painted or marked
13. Not being familiar with local parking laws and/or statutes and/or ordinances

**If you do not meet the criteria for review, or if your review is denied, you have two choices to resolve the parking citation:**

- 1.) Pay the amount due by the date specified on the Parking Contestment Administrative Review response letter; **OR**,
- 2.) File a written request for a trial hearing within 10 days of the date of the Parking Contestment Administrative Review Letter.

**NOTE:** *If your contestment is denied and you do not resolve the parking citation within thirty (30) days of the original date of issuance, your information will be reported to the Department of Transportation and your vehicle registration will be suspended.*

### **PROCEDURES:**

- Appeals are decided by the Chief of Police or his designee.
- Appeals are reviewed based on the written comments provided on this form.
- Only the violator may request a personal appearance to argument the written appeal.
- No additional penalties will be imposed while the appeal is pending.
- If the appeal is submitted beyond the fifteen (15) day deadline, the fine doubles. If your appeal is then denied, you are responsible for the full amount of the fine at the current rate.
- Applicants will be notified in writing by the Chief of Police or his designee as to the decision of the appeal.
- The Court's decision may be re-appealed **only** if additional information or evidence becomes available which might have a bearing on the original decision.