

INFORMATION FOR PERSONS  
DESIRING TO CONTEST PARKING CITATIONS

EFFECTIVE JULY 1, 1993, California Assembly Bill 408 decriminalized the adjudication of parking citations. This bill transfers the responsibility of adjudicating a parking citation from the criminal court system to the issuing agency.

Under AB 408 procedures, a citizen dissatisfied with the results of an issuing agency's internal review of a citation, may bring the citation before a neutral examiner for a personal conference, or, in the alternative, a determination by mail.

THE REQUIRED FINES TO BE POSTED FOR A NEUTRAL EXAMINATION ARE:

1. Amount of fine listed on the citation & any delinquent penalties to be paid in full.

**ALL FINES MUST BE PAID IN FULL AT THE TIME OF REQUEST; FINES WILL BE FULLY REFUNDED IF THE EXAMINER DISMISSES THE CITATION.**

Failure to appear for a scheduled personal conference or meet your obligation by mail may result in forfeiture (loss) of your payment.

GENERAL INFORMATION

HEARING BY PERSONAL CONFERENCE:

You will be notified of your conference date and location as soon as your Request For Hearing form is processed. Such conferences will be conducted informally but with respectful decorum.

DETERMINATION BY MAIL:

If you are seeking a determination by mail, you must submit a written declaration setting forth the reason(s) for contesting this citation. This declaration must be typed or legibly handwritten. An attached declaration sheet has been provided for your convenience.

REQUEST FOR NEUTRAL EXAMINATION OF PARKING CITATION

THIS FORM SHOULD BE COMPLETED AND RETURNED WITH PAYMENT OF REQUISITE FEES.

Payment must be payable to: CITY OF CARLSBAD

Payment to be paid in full by: Cash, Check, or Money Order

Mail to: **City of Carlsbad**  
**Parking Administration**  
**1635 Faraday Avenue**  
**Carlsbad, CA 92008-7314**

Please print except where the signature is required:

\_\_\_\_\_  
Citation Number                      Vehicle License #                      Issue Date

\_\_\_\_\_  
Violation Code                      Location                      Issuing Agency

Please check below which one you choose:	
_____ Personal Conference	_____ Determination by mail upon Written Declaration
PAYMENT REQUIREMENT: Fine amount on citation: _____	
Delinquency penalty (if any): _____	
TOTAL SUBMITTED: _____	

CITATION RECEIVED BY:

REGISTERED OWNER (if different)

\_\_\_\_\_  
First                      Middle Int.                      Last

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone #                      Social Sec#

\_\_\_\_\_  
Phone #                      Social Sec#

\_\_\_\_\_  
Signature                      Today's Date

\_\_\_\_\_  
Signature                      Today's Date

RESPONSIBILITY FOR PARKING VEHICLE (OPTIONAL)

I \_\_\_\_\_ admit that I parked the vehicle which was issued the above described parking citation. I understand that this statement is not an admission of responsibility as to the parking violation, but that it may be used by a neutral examiner for the limited purpose of determining responsibility for parking the cited vehicle.

I declare under penalty of perjury that the forgoing is true and correct. Executed at \_\_\_\_\_, California, on \_\_\_\_\_.  
City Today's Date

\_\_\_\_\_ Signature

DECLARATION IN SUPPORT OF CHALLENGE TO CITATION  
(for use in review by mail only)

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