UNIVERSITY of NORTHERN COLORADO

Parking Services
Campus Box 113
Gray Hall, Greeley, CO 80639
Phone 970-351-1971 (M-F: 8 am – 5 pm)
Fax 970-351-1903
www.unco.edu/parking

A $10 COURT COST WILL BE ASSESSED FOR EACH UPHELD CITATION

Hearing Petition

Petitioner Information (Please Print)

Name_____

Mailing Address _____

Phone_____

Bear #_____

Registered Owner Information (Please Print)

Name_____

Mailing Address _____

Relationship to Petitioner_____

Vehicle license plate number and state_____

Indicate your affiliation with UNIVERSITY OF NORTHERN COLORADO _____Student _____Faculty/Staff _____Visitor

Petitioner Statement

Please explain the basis of your petition for the parking citation(s) listed below. State the facts carefully so that the circumstances can be clearly understood. Use the reverse side of this sheet if needed.

If you wish to appear in person, please use the line below to list several dates and times during the hours of Monday-Friday, 10a to 1p when you could meet with our Hearing Appeals Officer. (Exceptions to these hours will be considered):

HEARING AGREEMENT

A petition for a hearing is to be made to the Parking Services office within ten calendar days of the citation date. A petitioner does not need to appear in person for the hearing. You may choose instead to use this written narrative as your explanation for your appeal. Alternatively, the petitioner can appear in person and will meet with the Hearing Appeals Officer, but without legal representation. An appointment date and time with the Hearing Appeals Officer will be confirmed using the information you provide about your availability, but no appointment reminder will be issued.

Failure to appear without prior notice will result in your petition being judged on the basis of your written submission.

THE HEARING OFFICER'S DECISION IS FINAL. I am requesting a written hearing on the parking citation(s) listed on this form. I agree to either allow this narrative to detail my petition; or to appear before the Hearing Appeals Officer at the date, time and location agreed upon. In addition, I understand that any fine(s) found due and payable as a result of this hearing must be paid to Parking Services within ten calendar days of the date of the hearing disposition notice. Citation fees not paid within ten days will be collected through normal Parking Services procedures.

SIGNATURE_____ DATE_____

Office Use
Hearing Date_____ Time_____

Citation Number *(Staff, please make copy of citation and attach)*	Citation Date	Violation Code	Fine Amount	Photos Attached	Permit Info Attached	Upheld Code	Dismissed Code	Updated	Letter Sent