

A \$5 FILING FEE will be added to ALL appeals processed by the court clerk and sent to the traffic court. This fee will be charged to the Parking Department if your ticket is dismissed.

Attach ticket here.

This form can also be found at www.parking.ku.edu.

Please **type or print** (in ink) your appeal on the other side of this form.

PP Ref # (Office Use Only)

Name: Mr/Ms _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (home) _____ (work)

Email: _____

If your address or phone numbers change, please notify the court clerk immediately at **(785) 864-PARK**

Please circle one:

- | | | | | | | |
|------------|----------------------------------|----------------------------------|---|---|------------------------------|-----------------------------|
| 1. I am a: | <input type="checkbox"/> Visitor | <input type="checkbox"/> Student | <input type="checkbox"/> KU Faculty/Staff | 2. I own a KU parking permit: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | KUID: _____ | EmplID: _____ | 3. I have regularly driven/parked on campus before this semester: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. I own this car: Yes No

By appealing a citation on this vehicle, you are claiming responsibility for it. If it is unidentified at the time of your appeal, the vehicle will be added to your account, and future citations will be on your account.

If NO, who is the owner of this vehicle?

Name: _____

Relationship to owner: _____

Address: _____

City: _____ State: _____ Zip: _____

5. Vehicle information: License Plate: _____ State: _____

6. Ticket information: Citation number(s): _____

Please write additional citation numbers with your explanation on the back of this form. Date(s) issued: _____

When did you find it? _____

PLEASE SELECT WRITTEN OR PERSONAL APPEAL: _____ **Written** _____ **Personal Hearing**
(not guaranteed)

Regardless of the appeal option you choose, the Parking Department may provide any correspondence between yourself and this department, permit ownership information, and ticket history to the judges deciding your appeal. I certify that the statements made in support of my appeal are true and correct to the best of my knowledge. I have read the information and understand that all court decisions are final.

Signature _____

Date _____

Please write/type explanation on the back of this page.



Please submit any and all evidence that you wish the court to consider with this form. The court will not contact you later for additional evidence, but will only consider those things that are submitted with your appeal. **IMPORTANT NOTE: Appeals will no longer be accepted in order to clear enrollment holds.** In addition, your appeal must include an explanation. If you do not write anything on the back of this paper, your appeal will **not** be processed. Please discuss any question you have with the Court Clerk.

FOR OFFICE USE ONLY:

Decision: _____ Upheld _____ Dismissed Margin: _____ Unanimous _____ Majority

Judges: _____

Rationale: _____
