

CITY OF CORTLAND PARKING TICKET APPEAL

Cortland Police Department
25 Court Street, Cortland, NY 13045

Appellant's Name: Ticket Number:
Appellant's Address: Date Issued:
Appellant's Phone #: Plate # & State:

Completed form must be returned to the above address.

PARKING TICKET OR SUMMONS MUST BE ATTACHED TO THE APPEAL FORM.

Use separate appeal form for each ticket or summons received.

Your appeal will be referred to the Department Hearing Officer who will recommend a resolution. The appeal will then be forwarded to the City Court Judge for the City of Cortland. You will be notified by mail of the Hearing Officer's recommendation and of the City Court Judge's decision. If you do not accept the final resolution, you may contact the City of Cortland Court at 753-1811, and arrange for a personal court appearance. Your failure to satisfy this obligation may result in:

- a) An increase in fine
b) A SCOFFLAW being placed on your vehicle registration
c) A warrant for your arrest

Explain grounds for appeal (use additional paper if needed):

Four horizontal lines for writing grounds for appeal.

I swear that the above statement is true and accurate to the best of my knowledge.

Appellant's Signature Date

Hearing Officer's Recommendation:

Dismissal Fine Reduced to \$

Denied, Fine Due \$

Comments: Three horizontal lines for writing comments.

Hearing Officer Date

City Court Judge's Recommendation:

UPHELD as recommended by Hearing Officer.

DISMISSED no fine due or other action taken.

Judge Date

For Office Use Only/ Do Not Separate Sheets At This Time

White Copy (Court) Yellow Copy (Traffic Bureau) Pink Copy (Violator) Gold Copy (Traffic Bureau File)