

IN THE COUNTY COURT OF THE
NINTH JUDICIAL CIRCUIT, IN AND
FOR ORANGE COUNTY, FLORIDA

**NOTE: ALL TICKETS MUST BE APPEALED
WITHIN FOURTEEN (14) CALENDAR DAYS
FROM DATE OF TICKET ISSUANCE.**

THE CITY OF ORLANDO,

CASE # _____

Plaintiff,

PARKING TICKET # _____

vs.

Defendant.

IN ORDER TO APPEAL YOUR TICKET, PLEASE RESPOND TO THE FOLLOWING REQUEST
FOR INFORMATION AND ACKNOWLEDGEMENT OF YOUR RIGHTS AND
RESPONSIBILITIES.

INFORMATION

1. Your Full Name and Address (post office box cannot be accepted):

2. Your Telephone Number: (Work) _____

(Home) _____

3. Your Parking Violation Number: _____

4. Your Vehicle Tag Number: _____

5. Your Driver's License Number: _____

6. Your Email Address: _____

RIGHTS AND RESPONSIBILITIES

The registered owner or operator of the vehicle may request a hearing by providing
the information requested above and signing this request as indicated on page
four.

Parking violation hearings are held before the Orange County Civil Traffic
Infraction Hearing Officer. They are conducted in the same manner as a non-jury

trial. The officer who wrote the ticket represents the City of Orlando at the hearing. The Hearing Officer determines whether the alleged parking violation was committed, based upon the testimony and evidence presented at the hearing.

If the Hearing Officer determines that you (or someone operating your vehicle with your permission) committed the alleged parking violation, you will be deemed to have waived your right to pay the original amount indicated on the parking notice. A fine of up to \$100.00 plus court costs may be imposed; for disabled persons parking without a disabled parking_permit \$250.00 plus court costs may be imposed.

Once a hearing is requested (complaint filed with the Clerk of the Court), payment cannot be accepted either by the City of Orlando Parking Division or the Orange County Clerk of the Court. You must appear before the Hearing Officer. Failure to appear may result in a civil judgment against you in the amount of up to \$100.00 / \$250.00 plus court costs. The Hearing Officer may apply to the County Court to issue a contempt order against you for your failure to appear at said hearing.

If you receive a notice indicating that your case has been scheduled for a hearing, and you wish to subpoena any witnesses to testify on your behalf, you should direct your request (s) to the Orange County Clerk of the Court, Criminal Division, at (407) 836-2000.

You must provide the City of Orlando Parking Division with your current address, a post office box address only is unacceptable. All notices pertaining to your parking violation notice and court appearances will be sent to the address that you provided on this form.

Your completed and notarized appeal form must be received at the City of Orlando Parking Division office within fourteen (14) calendar days from the citation issuance date. The appeal form can be uploaded online at www.CitationProcessingCenter.com or mailed / delivered in person to:

City of Orlando Parking Division
Parking Violations
53 W. Central Blvd.
Orlando, FL, 32801.

Failure to appear on the Court scheduled hearing date may be regarded as a "no-show" and may result in you being adjudicated guilty.

PLEASE PRINT YOUR EXPLANATION / DEFENSE:

[illegible]

I have read and understand the foregoing information and affirm that the information provided by me is true and correct to the best of my knowledge.

My signature below confirms my request to appeal this parking violation notice before a Hearing Officer in the Orange County Circuit Court.

Signature

Print Name

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by _____ (name of person making statement).

Signature of Notary Public – State of Florida

Print, Type or Stamp Commissioned Name
of Notary Public:

(Affix Notary Stamp or Seal)

_____ Personally Known or _____ Produced Identification

Type of Identification Produced _____

CITY OF ORLANDO
PARKING VIOLATIONS
53 W CENTRAL BLVD
ORLANDO FL 32801-2403

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