

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: _____

INSTRUCTIONS TO COMPLY WITH COURT REQUIREMENTS:

- USE BLACK INK ONLY
- DO NOT ALTER THIS DOCUMENT (INCLUDING NO WRITING IN THE MARGINS)
- SUBMIT ONE APPEAL FORM PER CITATION
- LAST PAGE MUST BE COMPLETED AND NOTARIZED
- PACKET MUST BE SUBMITTED AS SINGLE-SIDED ONLY
- IF SUBMITTED ELECTRONICALLY, COMPLETED PACKET MUST BE RECEIVED AS A PDF FILE ONLY
- PACKETS NOT ADHERING TO THE ABOVE, WILL NOT BE ACCEPTED

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 (4).

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.

The City of Orlando Parking Division must receive your completed and notarized appeal form within fourteen (14) calendar days of the citation issuance date. The appeal form can be uploaded online at www.CitationProcessingCenter.com or mailed or 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.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 _____

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

Printed Name of Notary Public

(Affix Notary Stamp or Seal)

_____ Personally Known or _____ Produced Identification

Type of Identification Produced _____

Please return this completed form to the address below or email to
ParkingViolations@orlando.gov
CITY OF ORLANDO
PARKING VIOLATIONS
53 W CENTRAL BLVD
ORLANDO FL 32801-2403