

CITY OF LAWDALE
MUNICIPAL SERVICES DEPARTMENT
PARKING CONTROL DIVISION
Phone (310) 973-3220 Fax (310) 970-2151
Hours: Monday through Thursday 7:00 A.M. – 6:00 P.M.

STEP 2 PARKING CITATION CONTESTING FORM

A step 2 hearing must be requested no later than 21 days after the notice of results from the step 1 administrative review was mailed. Otherwise, the results of the step 1 become final. Submit one contesting form for each citation.

Complete this form on your computer, print it, sign it and submit to the City.

Check only one:

Request for Step 2 Hearing in Person

Request for Step 2 Hearing by Written Declaration

Vehicle License # _____ **Violation** _____

Issue Date _____ **Ticket #** _____

Name _____

Address _____ **City/State** _____ **Zip** _____

Contact Phone # _____ **Alternate Phone #** _____

Statement of Facts:

Use a second sheet if more space is required. Include copies of all substantiating evidence to support your reason for contesting the parking citation, e.g. official reports, receipts, DMV documentation, etc. and a copy of the step 1 notice of results.

Signature _____ **Date** _____

You will be scheduled for the next available step 2 hearing date and time. A hearing notification will be mailed to the address provided above, whether you are requesting a hearing in person or by written declaration. Results of your step 2 hearing will also be mailed to the address provided above.

Please note, a deposit of the amount of the fine is required or this form is not complete. You may not have to pay the deposit if you qualify for a deposit waiver. An application for a waiver of the administrative hearing deposit should be provided to you with this form. If you have not received a copy of the application, please request a copy.

Mail or fax your completed form to:

Step 2 Administrative Hearing
City of Lawndale
14717 Burin Ave
Lawndale, CA 90260
(310) 970-2151

AND

Send the amount of the citation fine to:

City of Lawndale
c/o Citation Processing Center
P.O. Box 10479
Newport Beach, CA 92658-0479

If you have any questions, contact the City's Parking Control Division,
Monday through Thursday, 7:00 A.M. to 6:00 P.M. (except holidays).