

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.

Please type or print clearly in ink.

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 the other side of this 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).