



City of Cleveland Ex Parte Hearing Request Form

Admission With Explanation

Parking Violations Bureau
1200 Ontario Street
Cleveland, OH 44113

Under Cleveland City Ordinance Chapter 459 you can contest a parking ticket by filing an "Admission With Explanation". This is to be used when you are ADMITTING that you have committed the parking infraction, but feel that the fine should be eliminated or reduced because of some special circumstances. If you choose this method, you will have an ex parte hearing- the hearing examiner will decide your case in your absence based on the information you have provided on this form.

Instructions: The form is not required to dispute a ticket; a statement can be written on any paper and mailed or delivered. You can fill out the form on your computer; hit the tab key to move from space to space. If you prefer, you may print it out and hand-fill the information. Completed form can be mailed or delivered to the address above.

Important: The ticket or copy of ticket must be attached to the statement. The ticket should be contested within 15 days of issuance. A late fee is assessed after this time.

If you are filing an *Admission With Explanation*, please fill in the items below.

CITIZEN STATEMENT- Statement of circumstances surrounding infraction:

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SIGNATURE		DATE SIGNED	NAME			PHONE NUMBER	
STREET ADDRESS			CITY	STATE	ZIP		
TICKET NO.	DATE ISSUED	METER NO.	LICENSE NO.		VIOLATION NO.		
TICKET AMOUNT	TOW AMOUNT	TOTAL	LOCATION				

KEEP A COPY FOR YOUR RECORDS