

City of St. Marys Violation Ticket Appeal Form

CITY USE ONLY	Appeal Number: _____
	Date Received: _____
	Fee Received: _____
	Cash or Check # _____
	Receipt # _____

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Appellant Legal Counsel and mailing address (if applicable): \_\_\_\_\_

\_\_\_\_\_

Ticket #: \_\_\_\_\_

Date of Ticket: \_\_\_\_\_

Site Address: \_\_\_\_\_

Date Ticket Received: \_\_\_\_\_

Violation: \_\_\_\_\_

Fine Amount: \_\_\_\_\_

Basis of Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(May attach additional pages, photographs, diagrams, etc.)

I hereby state that all information contained within is true and correct, to the best of my knowledge, information and belief. I further certify that any false, misleading, negligent, or untrue information, statements, claims, or depictions may result in denial of my appeal.

\_\_\_\_\_  
Appellant or Representative Signature

\_\_\_\_\_  
Date

## City of St. Marys Violation Ticket Appeal Form Procedures

1. Appeal form must be submitted along with the fine, any supporting documentation, evidence, etc. within fifteen (15) days of ticket receipt.
2. An appellant may be represented by legal counsel and their name and mailing address shall be included on the appeal form. If legal counsel is listed, all correspondence from the City shall be directed to this person.
3. A hearing will be scheduled within fifteen (15) days of appeal receipt, and a notice will be sent to the appellant (or their legal counsel) at least seven (7) days before the hearing with the date and time of the hearing.
4. A written decision of the hearing will be issued within seven (7) days of the closing of the hearing. If the appeal is successful, the fine shall be refunded to the appellant.
5. The appellant or the City may present evidence and testimony at the hearing, although formal rules of evidence shall not apply. Irrelevant, immaterial, or unduly repetitious evidence may be excluded by the Manager. Hearsay evidence, if not objected to, may be given its natural probative value, but the Manager may reject even uncontradicted testimony if they find the testimony lacking in credibility.