

## **PARKING & TRAFFIC APPEALS INFORMATION**

**The Goal of the Appeals Process** is to provide members of the UCA community with a way to settle contested parking and traffic citations.

The Parking & Traffic Appeals Board consists of faculty, staff, and student members recommended by the Faculty Senate, Staff Senate, and Student Government. A representative from each group attends the appeals hearing. It is highly recommended that you attend your hearing but it is not mandatory. The hearings are held in the Conference Room at the UCA Police Department. On the day of the hearing, come to the Police Department and tell the person at the Parking & Traffic window that you are here for the appeals hearing. You will be called back to the Conference Room in the order that you checked in at the window. After you have met with The Board, you are free to go. You will be notified via US Mail at the address you listed on your appeals form. **Make sure you give a correct mailing address. It is not our responsibility to locate you when you have given us an incomplete address.** A letter should be sent within two days after the hearing. If you have not heard anything in two weeks from the hearing date, contact the Parking & Traffic Office during our working hours to find out the result of your appeal. The letter will also tell you that if your appeal is denied, you have 30 days to pay the citation before it doubles. If you choose, you may appeal to Conway Municipal Court.

### **FILING AN APPEAL**

1. Appeals forms must be filed within 72 hours of the time the citation was issued.
2. Appeals may be filed only if the citation was issued in error, contrary to traffic regulations, or an extraordinary circumstance led to the issuance of the citation.
3. Ignorance of UCA Traffic and Parking Regulations, a lost ticket, forgetfulness, parking only for a short period, failure to display a parking permit, and failure to see signs are not grounds for an appeal.
4. You may attach any document(s) supporting your appeal to the back of the appeals form.

### **PARKING AND TRAFFIC CITATION APPEAL FORM**

Appeals may be filed **only** if the citation was issued in error, contrary to traffic regulations, or an extraordinary circumstance led to issuance of the citation.

**You must place a check mark ✓ or X in one of the following boxes:**

The citation was issued contrary to the regulations established in the UCA Traffic and Parking Regulations. In your appeal, specify the section(s) of the Regulations supporting your contention.

The citation was issued in error. In your appeal, specify the error you believe was made.

An extraordinary circumstance led to issuance of the citation. In your appeal, specify in detail the circumstance that makes your case an exception.

