



**City of Harrisonburg**  
**Downtown Parking Services**  
 409 South Main Street  
 Harrisonburg, VA 22801  
 (540) 432-8928



## Appeal of a Parking Ticket

This form allows you to request a court date to contest a parking ticket you received while parking in Harrisonburg. You will be issued a summons which will include a court date.

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**The Registered owner is responsible for the parking ticket and has to fill out the form. Please fill out form completely and sign at the bottom. Incomplete or unsigned forms may not be reviewed.**

### Contact Information

Registered Owner: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### Parking Ticket Information: (information can be found on the parking ticket)

Ticket No.: \_\_\_\_\_ Ticket Date: \_\_\_\_\_  
 License Tag No.: \_\_\_\_\_ ID#: \_\_\_\_\_ Unit#: \_\_\_\_\_  
 Location: \_\_\_\_\_ Violation Charged: \_\_\_\_\_

Comments Written on Ticket (if applicable): \_\_\_\_\_

PLEASE INCLUDE A COPY OF THE TICKET.

**I request a court date for this parking ticket for the following reasons:** (if more room is needed, use the back of the form)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I certify that the above statements are true and correct.**

Registered Owner Signature: \_\_\_\_\_

Your request will be forwarded to an administrator in Downtown Parking Services or to the Traffic Supervisor of The Harrisonburg Police Department. *The validity of the parking ticket will be confirmed before a summons is obtained by the issuing Officer/employee.* The registered owner will receive a summons with a court date, which they will need to attend.

\*\*\*\*\*Department Use Only\*\*\*\*\*

**An administrative review of a parking violation has been completed. Please be advised that:**

- A summons has been obtained for the violation.
- The Parking ticket has been found not to be valid and has been dismissed.

Comments: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_