



PARKING CITATION MEDIATION INFORMATION SHEET



The Village of Roselle has established a Parking Citation Mediation procedure as a method of allowing recipients of parking tickets an opportunity to make the police department aware of a substantial error related to the issuance of a citation. Parking tickets will only be non-suited or voided if an apparent error resulted in the citation being issued. Examples of an apparent error may include:

1. Prior Permission: A vehicle granted parking permission from 2:00 a.m. to 5:00 a.m. **prior to the issuance** of the citation.
2. A citation was issued for *failure to display a valid vehicle sticker* at a time when the vehicle was registered in the Village of Roselle.

THE FOLLOWING EXPLANATIONS DO NOT QUALIFY AS VALID REASONS TO NON-SUIT OR VOID CITATIONS:

1. Lack of knowledge of Village Ordinance or requirement to purchase commuter parking permits or village stickers. Changes in local ordinances are explained in the Village Newsletter. Proper signage is posted throughout the Village and commuter parking lots. The Village code is available to the public at the Roselle Library and on line at: www.roselle.il.us
2. Failure to properly display a commuter parking permit or village sticker
 - a. Village stickers must be placed in the lower right corner of the front windshield
 - b. Village stickers that are not permanently affixed in the proper location are not properly displayed
 - c. Commuter parking permits must be visible in the front windshield either on a visor or the rearview mirror.
3. Under no circumstances is use of designated permit parking spaces allowed without the appropriate permit.
4. Someone other than the owner parked the vehicle.
5. Possessing the commuter permit, but not having it display properly (hanging on the rear view mirror) in the vehicle at the time it was parked in the commuter lot.

ONCE YOU HAVE READ THE ABOVE INFORMATION, YOU HAVE THE FOLLOWING OPTIONS:

1. **Review:** You may complete a Parking Citation Mediation form if there are sufficient facts to support an apparent error. You must also provide that proof, along with your form, including a copy of the citation. Please retain the original citation.
2. **Hearing Appearance:** You may request a hearing appearance if the facts do not support a review by police personnel, but you wish to dispute the citation. You will be notified by mail of the hearing date.
3. **Pay the Fine:** You may pay the fine. Citations can be mailed or dropped in the green drop box in front of the Village Hall. Police Department personnel are unable to make change, or accept your payment.

To facilitate this process, you must begin by completing the appropriate Parking Citation Mediation form, which can be obtained from the front counter staff at the Village Hall or Police Department. Please remember to attach any supporting data with the form. If you are unable to return the form in person you may:

1. MAIL it to: Adjudication Compliance Administrator, 103 S. Prospect St. Roselle, IL 60172
2. FAX it to: Adjudication Compliance Administrator, @ (630) 980-9767



**VILLAGE OF ROSELLE – POLICE DEPARTMENT
PARKING CITATION MEDIATION FORM**

Please check the box of each action that applies to you as you have completed it. Your assistance will help to insure the most efficient handling of your request. Thank you.

I am requesting:

REVIEW

ADMINISTRATIVE ADJUDICATION HEARING

I understand that by requesting an **administrative adjudication hearing**, a date will be mailed to me by Adjudication Compliance Administrator.
I understand that by requesting a hearing date, I understand that the Administrative Hearing Officer may increase the fine up to the maximum allowable by ordinance.

CITATION #		DATE ISSUED:		DUE DATE:	
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NAME					
TELEPHONE	HM:	WK:	CELL:		
ADDRESS	CITY:				
EMAIL					
TYPE OF VIOLATION					

COMPLETE THIS SECTION, ONLY IF YOU ARE REQUESTING REVIEW

I understand that this is a request for the review of a local ordinance citation. I have listed below the facts that I feel should be considered. Based on these facts, I am requesting that this citation be non-suited.
I understand that there must be departmental error in the issuance of this citation or other significant mitigating facts and or evidence not known to the officer at the time the citation was issued or this citation will be upheld. While the Parking Citation Mediation Form is being reviewed, all late fees will be suspended until a disposition has been reached.

I have attached appropriate documentation [copies of receipts, etc] **You must submit all documentation with this request.**

Statement of Facts:

SIGNATURE:		DATE:	
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EMPLOYEE BADGE #:

Copy of Parking Citation Mediation Information Sheet was given to owner/driver