

THE APPEAL PROCESS

Things you need to know before you appeal your citation:

- The ***Request for Hearing Form*** must be submitted to the ParkSmart –Toledo Parking Violations Bureau within 15 days of the issuance of the citation.
- The original parking citation must be attached to the ***Request for Hearing Form***.
- **RETAIN A COPY OF THE DOCUMENTS YOU SUBMIT.** Original documents will not be returned.
- Incomplete information or failure to submit the ***Request for Hearing Form*** and documentation within the 15-day time period will automatically negate the opportunity to appeal.

NOT reasons for appeal:

- Lack of knowledge of the City of Toledo Ordinances.
- Appointment conflict or tardiness going to or returning from appointments.
- Inability to find a valid parking space.
- Failure to have the appropriate or sufficient amount of coins.

HOW TO APPEAL A PARKING CITATION

Toledo Parking
Violations Bureau