



**CITY OF RANCHO CORDOVA
PARKING ENFORCEMENT DETAIL
CITATION CONTEST FORM**

Office Use Only		
Rec'd by:	Date	Update Complete

INSTRUCTIONS: Complete Section A below including your reason(s) for contesting the citation. Attach any supporting evidence. Mail or submit this form in person within 21 calendar days of the citation issue date or 14 calendar days from the mailing of a notice of delinquent parking violation to: County of Sacramento, Sheriff's Department Parking Enforcement Detail, 903 Enterprise Drive, Ste 104, Sacramento, CA 95825 (CVC 40215)

Section A	
Name	
Street Address	
City	
Home Ph #:	Other Ph #:
Citation #:	Issuing Agency:
Reason for Contesting:	

Section B	Office Use Only
DECISION BY (ISSUING AGENCY):	
Citation Valid: <input type="checkbox"/>	Citation Dismissed: <input type="checkbox"/>
Reason: (If blank, see attached)	
Investigator Signature:	Date:

AMOUNT DUE:	DEADLINE FOR PAYMENT: 21 calendar days from the mailing of the decision	Date the decision was mailed:
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Further Instructions to Contest:
If dismissed, the citation will be canceled and no further action is required.
If valid: 1. You must pay the penalty "**AMOUNT DUE**" (above) or
 2. Request an administrative hearing and deposit the "**AMOUNT DUE**" by the **DEADLINE** (21 days from the mailing of the decision)
Mail this notice with your personal check, cashier's check or money order to:
 City of Rancho Cordova
 C/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711
(888) 312-0027 or pay on-line at www.paymycite.com

TO REQUEST AN ADMINISTRATIVE HEARING: Mail correspondence to the address listed below stating why you are requesting a hearing. Send any supporting evidence and the full "AMOUNT DUE" as a penalty deposit. If you are unable to pay the penalty deposit, you may be granted a waiver. You may obtain a "Request for Waiver of Penalty Deposit" form from: City of Rancho Cordova, C/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711 (888) 312-0027

Indicate in your correspondence if you wish to have your hearing by "MAIL" or "IN PERSON." If "in person," you will be advised of your hearing date, time and location. **Your administrative hearing request and penalty "AMOUNT DUE" deposit must be received within 21 calendar days from the mailing of the decision, or the penalty will be increased and you will not have another opportunity to be heard.**