Citation Appeal Policy

Purpose
This policy defines how a UW Madison parking citation may be appealed when someone who receives a citation believes that they should not have received the citation, or there were special circumstances that should be considered.

Definitions
- **Valid Appeal** is defined as an appeal that meets all of the requirements of this policy.
- **Cash Bond** is a security deposit in the amount of the citation that must be submitted with an appeal.
- **Dismissed citation** is deciding through administrative review that a citation is without merit.
- **Upheld citation** is deciding through administrative review that a citation has merit and should be upheld and paid.
- **Impounding a vehicle** is holding a vehicle until payment is received.

Policy
- **Appeal requirements:**
  1. Citation appeals must be submitted online at [www.transportation.wisc.edu](http://www.transportation.wisc.edu).
  2. A bond payment (in the amount of the citation) must be submitted online; MasterCard or VISA accepted.
  3. Citation customers with a valid University of Wisconsin ID may submit the appeal without bond payment.
  4. All appeals must be received no later than 10 calendar days after the date the citation was issued to qualify as a valid appeal.
  5. An appeal received after 10 calendar days is late and the citation will be upheld.
- **An administrative review of a citation will be completed within 30 days of receipt of a valid appeal. If the citation is dismissed, the bond amount will be returned. If the citation is upheld, the bond amount will be forfeited as payment of the citation.**
- **Citation customers may submit an appeal for a 2nd level review if their original appeal is upheld at the administrative review. A request for a 2nd level review will be accepted if it is received within 10 days of the administrative review decision and there are additional reasons to appeal the citation which were not included in the initial appeal. All 2nd level appeals must include the bond payment.**
- **Citations that are upheld at the 2nd level administrative review may be appealed to Dane County Municipal Traffic Court (DCMTC) by requesting an available court date at the UW Transportation Services Office. Requests to appeal the administrative review to DCMTC must be submitted within 10 calendar days from the date of the review. Citations appealed to DCMTC are upheld or dismissed at the DCMTC hearing. The bond will be forfeited if the citation is upheld or the bond amount will be returned if the citation is dismissed.**
- **DCMTC appeals may be rescheduled for good cause if the request to reschedule is received prior to the hearing and approved by UW Transportation Services.**
- **Failure to appear for a DCMTC hearing will result in upholding the citation, forfeiture of any bond, assessment of court costs, forfeiture of parking privileges, or other collection and enforcement actions including towing and impounding vehicles.**
Restrictions

Citations will be upheld if any of the following reasons are the basis for the appeal:

- Couldn’t find a legal parking space.
- Didn’t know policies or regulations.
- Didn’t see posted restrictions.
- Couldn’t find a convenient parking space.
- Had four-way flashers on.
- Didn’t have money or change.
- Didn’t have enough time to park properly.
- Just “dropping off” or “standing” for a short time.
- Will never do it again.

Related References

- Payment/Refund/Cancellation Policy
- Citation Policy
- Citation appeals located at www.transportation.wisc.edu.

Policy Revisions:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-52</th>
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<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>3/2004</td>
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<tr>
<td>Revision Dates</td>
<td>3/2007 – Online appeals</td>
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<td>5/2011 – Citation customers with UWID exempt from bond payment requirement.</td>
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<td>3/2012 – Allow a 2nd level administrative review of appeals that denied.</td>
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