



## EXPLANATION OF WALK-IN HEARINGS

**This information sheet explains the hearing procedures that will be followed in the hearing on the parking ticket issued to you. Please take a moment to read it while you wait for your hearing.**

A hearing examiner will conduct the hearing. The hearing will be recorded. You will be asked to swear to or affirm the truth of the testimony you will give. You will be asked to state your name and address. The examiner will then read into the record the information contained on the ticket, including the parking violation alleged by the government.

You will be asked to answer the government's charge. The pleas or answers allowed are admit, admit with an explanation or deny. If you answer by admitting, you are agreeing that you committed the violation, as alleged, and you must pay the fine and any penalties. If you admit with an explanation you are agreeing that you committed the violation and are offering testimony to address the fine amount only. You may deny the violation only where one of the following applies:

- (1) You were not the registered owner or lessee of the vehicle at the time the ticket was issued;
- (2) The vehicle or its license plates were stolen at the time the ticket was issued;
- (3) The relevant signs were missing or obscured;
- (4) The relevant meter was broken or inoperable through no fault of yours; or
- (5) The stipulate facts in the ticket do not support the charge
- (6) The vehicle was suddenly mechanically disabled; provided that the vehicle was moved removed as soon as practicable; or
- (7) The operator suddenly needed immediate medical assistance.

**IF THE BASIS FOR YOUR DENIAL OF THE TICKET DOES NOT FALL WITHIN ONE OF THE ABOVE CATEGORIES, YOU MAY BE HELD LIABLE FOR THE INFRACTION.**

The law requires personal service of the notice of infraction on the owner or operator of the vehicle or, service by attachment of the notice of infraction to the vehicle. The District's case consists of the information contained on the Notice of Infraction and therefore the presence of the issuing officer is not required. The government has the burden of proof. The standard applied is whether the infraction is established by a preponderance of evidence.

Continuances are rarely granted. You should therefore be prepared to present any and all evidence or documents you plan to submit in your defense.

A decision will be made at the end of the hearing. If you are found liable, you are required to pay the fine and any penalties immediately. At the end of the hearing, you will be given a copy of the hearing record. This will be the only written notice you will receive of the hearing results.

If you are found liable and wish to contest the decision, you must do so within fifteen (15) calendar days of the hearing. You must submit a copy of your hearing record with your appeal. Appeal instructions and forms are available at the Information Desk and on the DMV website: [www.dmv.dc.gov](http://www.dmv.dc.gov). You will be refunded the money you paid for ticket(s) and appeal fees if the board reverses the Hearing Examiner's decision

After you have read this explanation of the walk-in hearing procedures, please sign below, print your name and address and present it to the hearing clerk when called.

<b>Print Name</b>	<b>Address</b>	<b>Date</b>
<b>Signature</b> <span style="font-size: 2em;">→</span>		

*Any person using a fictitious name or address and/or knowingly making any false statement on this application is in violation of DC Law and subject to a fine of not more than \$1,000 or 180 days imprisonment or both. (DC Official Code §22-2405).*

To report waste, fraud and abuse by any DC Government Official or agency, call the DC Inspector General at 1-800-521-1639. For additional information, visit our website: [www.dmv.dc.gov](http://www.dmv.dc.gov) or call 311 or 202-737-4404 (Outside DC)