



## APPEAL INSTRUCTIONS

**In order to file an appeal, you must first submit a request for reconsideration and be denied by a hearing examiner. However, if you filed a Motion to Vacate and your Motion was denied, you must file an appeal directly to the Traffic Adjudication Appeals Board; you may not request reconsideration.**

### **ONCE A REQUEST FOR RECONSIDERATION OR MOTION TO VACATE HAS BEEN DENIED, WHAT CAN BE APPEALED?**

1. Parking Tickets
2. Photo Enforcement Tickets
3. Moving Violations
4. Denial of a Motion to Vacate

### **TIME PERIOD FOR FILING AN APPEAL**

All appeals must be filed and received by DC DMV within 30 calendar days of the denial of your request for reconsideration or the denial of your Motion to Vacate.

### **TRANSCRIPTS OF THE HEARING**

A transcript is a written version of your recorded hearing. You must order two (2) copies of the hearing transcript if you are appealing an in-person moving violation hearing.

No transcript is required if you are appealing an in-person parking or photo-enforcement ticket or if you are appealing a mail adjudication decision.

You must pay a \$50 transcript deposit at the time you file your appeal. If the cost of the transcript is less than your deposit, the difference will be refunded. If the cost is more than your deposit, you will be billed for the additional amount, and you must pay this amount within 10 calendar days of the billing date. If the additional amount due is not paid, the appeal will be dismissed without consideration by the Appeals Board.

### **HOW TO FILE AN APPEAL**

Complete the appeals application on the back of this form and submit it along with the fine and penalty, the \$10 appeal fee, and the \$50 transcript deposit (if applicable) to **PO Box 77411, Washington, DC 20013, Attn: Appeals Office**. All fees must be paid by check or money order made payable to the D.C. Treasurer. If the Board reverses the Examiner's decision, all payments are refunded.

You must pay all fines, penalties and appeal fees. If you fail to make any of these payments, or if a check in payment of these fees is dishonored, the appeal will be dismissed without consideration by the Appeals Board.

You may also file your appeal online at [dmv.dc.gov](http://dmv.dc.gov). Click on Online Services then select Online Adjudication Request.

### **WHAT THE APPEALS BOARD CONSIDERS**

The Appeals Board considers the ticket, testimony, and evidence presented at the original hearing, the hearing transcript, and your brief written statement describing the basis of the appeal. Personal appearances before the Appeals Board are not permitted. The Appeals Board will not consider any evidence which was not previously presented to the hearing examiner.



**APPEALS APPLICATION**

**1. Indicate the type of appeal:**

- Parking or Photo Enforcement Ticket*
- Moving Violation*
- Denial of Motion to Vacate*

**2. Fill in the information boxes below:**

<b>Date:</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Address, City, State and Zip Code</b>			<b>Ticket Number(s)</b>

**3. Applicable Fees:**

- To appeal a **parking ticket or photo enforcement ticket**, you must pay the fine, penalty, and a **\$10** appeal fee. Add **\$10** for each ticket appealed.
- To appeal a **moving violation**, you must pay the fine, penalty, a **\$10** appeal fee and a **\$50** transcript deposit fee. Add **\$10** for each ticket appealed.
- To appeal the denial of a **Motion to Vacate**, you must pay the fine, penalty and a **\$10** appeal fee. Add \$10 for each ticket appealed.

**Note:** The \$50 transcript deposit only applies if your hearing was in-person. No transcript fee is required for hearings conducted by mail adjudication.

**4. Statement to Appeals Board.** The Appeals Board may only consider evidence presented to the hearing examiner. You must submit a brief statement to the Board describing the basis for your appeal.

**5. Appeals Checklist. Your appeal must be received within 30 calendar days of the date your request for reconsideration or your Motion to Vacate was denied.**

- ✓ Pay the fine and penalty for each ticket
- ✓ Pay the **\$10** appeal fee for each ticket
- ✓ Pay the **\$50** transcript deposit fee (for in-person hearings on moving violations)
- ✓ Submit your appeals application (this form) and your brief statement to the Board
- ✓ File online at [dmv.dc.gov](http://dmv.dc.gov), or mail to PO Box 77411, Washington, DC 20013, Attn: Appeals Office

**FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN CANCELLATION OF YOUR APPEAL WITHOUT REVIEW BY THE APPEALS BOARD**