



EXPLANATION OF THE WALK-IN PARKING HEARING

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 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 explanation, you are agreeing that you committed the violation and are offering testimony to address the fine/penalty 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;
- (5) The stipulated facts in the ticket do not support the charge;
- (6) The vehicle was suddenly mechanically disabled; provided that the vehicle was moved 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 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 (i.e., vehicle registration, pictures, etc.) 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 within 30 calendar days. 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 request reconsideration of the decision, you must do so within thirty (30) calendar days of the hearing. (Note: DMV must receive your request by day 30.) You must submit your request online at DMV's website, dmv.dc.gov, or by mail to Adjudication Services, Attn: Reconsideration, PO Box 37135, Washington, DC 20013.

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.

Name (Please Print)	Address	Date
Signature 		

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).

Visit our website: dmv.dc.gov or call 311 in DC or 202-737-4404 for additional information. To report waste, fraud or abuse by any DC Government Agency or official, call the Office of the DC Inspector General at 1-800-521-1639.