



Three Level Process

Initial Review Request - Step 1

If you disagree with a parking ticket you received and would like to contest it, you have 21 days from the date the ticket was issued, or 14 days from the mailing of the Delinquent Parking Notice to submit an Initial Review Request.

For your convenience you may download the Request for Initial Review Form. Please complete the form, attach all relevant information, and a copy of the parking ticket to the Request for Initial Review Form and mail it to the Irwindale Police Department's Parking Citation Section. Initial Review Requests received beyond the date prescribed by the California Motor Vehicle Code will not be accepted. A written statement as to why you believe the parking ticket was issued in error must be submitted to the Police Department's Parking Citation Section. You should also include any supportive documentation (e.g. receipts, pictures, diagrams) to support your statement. Materials submitted for review will not be returned.

The Parking Citation Section will review your Initial Review Request and will make a determination as to its outcome by rendering one of the following decisions:

The ticket was determined to be invalid and will be dismissed. No further action will be required on your part. You will receive written correspondence from the police department confirming the dismissal of your parking ticket.

The ticket was determined to be valid and payment must be submitted in full. You will receive written correspondence from the police department notifying you of the decision and advising you that the ticket must be paid.

The ticket will require further investigation before a decision can be made. You will receive written correspondence from the police department requesting the required information. The decision on your ticket will not be made until the requested documentation is received. You will have 10 days to submit the requested information. Requested information received after the due date will not be considered and full payment will be required.

Initial Review Requests that were rendered a decision will not be conducted a second time on the same ticket. The request for an initial review is free of charge.

Irwindale Police Department
5050 N Irwindale Avenue
Irwindale, CA 91706
(626) 430-2244

Administrative Hearing - Step 2

If you are dissatisfied with the initial review results, you may further contest the ticket by requesting an Administrative Hearing. Unlike the initial review request, State Law requires that you pay in advance all fines that are owed on the ticket before you can request an Administrative Hearing. Administrative Hearings must be requested within 21 days of the date the decision was reached on your Initial Review Request. If you fail to request the Administrative Hearing within the prescribed time you will lose the opportunity to further contest the parking ticket.

To request an Administrative Hearing, please complete the Administrative Hearing request form and mail it to or drop it off at the Irwindale Police Department with the applicable payment. You can also obtain a Hearing Request Form from our website. You will receive written notification regarding the date and time scheduled for your hearing.

If the Hearing Officer makes a decision in your favor, the police department will refund your payment.

The results of the hearing will be mailed to you within 15 days from the date of your hearing. The Hearing Officer will render one of the following decisions:

1. The parking ticket is upheld and/or the late fees are warranted.
2. The parking ticket is upheld and the late fees are waived.
3. The parking ticket is dismissed.

If you are not in attendance on the date of your scheduled hearing you will lose the opportunity to contest your parking ticket.

Appealing the Administrative Hearing - Step 3

If you are not satisfied with the Hearing Officers decision you may further contest the parking ticket by appeal through the West Covina Court. You cannot appeal a parking ticket if you have not first obtained the results from your Initial Review Request and your Administrative Hearing. Both must be performed before you can appeal the parking ticket. Furthermore, appeals must be requested within 30 days from the date of the Hearing Officer's decision. To file for an appeal, you must do so in person at the West Covina Courthouse is located at 1427 West Covina Parkway, West Covina, CA 91790. A \$25 filing fee must be submitted to the court for each ticket that you are appealing. If your appeal is granted the West Covina Court will obtain your case file from the Irwindale Police Department and will schedule your Appeal Hearing.

The case file is used by the presiding judge at the Pasadena Unified Court for use in rendering a decision on your parking ticket. If the Judge presiding over your case renders a decision to dismiss your ticket, the \$25 filing fee along with your parking fine will be refunded to you.