

How to Deal with Parking Tickets

This guide is intended as an informational tool to assist you in dealing with minor parking ticket infractions. The information provided in this guide is not intended as legal advice and Public Counsel does not guarantee any result with respect to a particular case.

These instructions are for parking tickets issued by the City of Los Angeles. If you have received a ticket in a jurisdiction other than the City of Los Angeles, the steps for contesting the parking ticket remain the same, but the contact information for the parking agency where the violation occurred will be displayed on the ticket.

Steps for contesting a parking ticket

1. Initial/Administrative Review

- Contact the parking agency listed on the ticket within 21 calendar days after the ticket was issued or 14 days following the mailing of an overdue notice. Request a free review by:
 - Telephone: (866) 561-9742
 - Mail: City of Los Angeles
P.O. Box 30247
Los Angeles, CA 90030-0968
 - In-Person/Walk-in Customer Service Centers (results of review will come by mail):
Downtown: 312 W 2nd Street, Los Angeles 90012
Mid-Wilshire: 3333 Wilshire Blvd. Ste 3337, Los Angeles 90010
West LA: 9911 W. Pico Blvd. Ste B-201, Los Angeles 90035
Van Nuys: 6309 Van Nuys Blvd. Room 103, Van Nuys 91401
 - Online: <http://www.lacity-parking.org/laopm/contest.htm>

2. If you are not satisfied with the Administrative Review, you may request an "Administrative Hearing."

- Request within 21 calendar days following the mailing of the results of the Initial/Administrative Review. A deposit is required in the amount of the parking violation to get a hearing, UNLESS you qualify for a waiver.
 - Waivers are for citizens whose financial situation qualifies them as a very low income household. To qualify for a waiver, the maximum income for a one person household is \$26,550/year; two-person household \$30,300/year; three-person household \$34,100/year.
 - You are required to provide proof of income as part of the waiver request, which considers all forms of income, including parental support.
 - *The waiver does not cancel the ticket*, but it allows the administrative hearing to take place without you having to pay the deposit.
 - Remember: if the ticket is found to be valid, you must still pay the fines.
 - Call (866) 561-9742 or go online at <http://www.lacity-parking.org/laopm/contest.htm> to request a waiver.
- To schedule an Administrative Hearing, request by:
 - Telephone: (866) 561-9742
 - Mail a Hearing Request Form (found online at <http://www.lacity-parking.org/laopm/rfh.pdf>) to:
Parking Violations Bureau Correspondence
P.O. Box 30247
Los Angeles, CA 90030
 - In-person (written notification of your hearing time, date, and location will be mailed to you within two months)

West LA: 9911 W. Pico Blvd. #B204, Los Angeles 90035
Downtown: 201 N. Los Angeles St. #21, Los Angeles 90012
Van Nuys: 14553 Delano St. #212, Van Nuys 91401

- Online: <http://www.lacity-parking.org/laopm/contest.htm>
 - You can also request that the Administrative Hearing take place by mail.
 - Submit your written reason for contesting the citation and include ALL evidence to support your case, as well as the completed Hearing Request Form. Your evidence may include records, receipts, documents, photographs, and/or witness statements. The City will keep all evidence, so be sure to make copies of anything you submit for your records.
 - Send by certified mail to:
 - Parking Violations Bureau Correspondence
 - P.O. Box 30247
 - Los Angeles, CA 90030
 - Your hearing date will not be later than 90 days after the initial request for a hearing.
3. If you are not satisfied with the decision from the Administrative Hearing, you may appeal the decision in Municipal Court.
- You must appeal within 30 days of Hearing Officer's decision.
 - In the City of Los Angeles, there is a \$25 filing fee per ticket; waivers are available (<http://www.lacity-parking.org/laopm/rfh.pdf>).
 - You must present the written Administrative Hearing decision at the time the appeal is filed.
 - Locations:
 - Civil Division Branch: 110 North Grand Ave., Los Angeles 90012
 - San Pedro Branch: 505 South Centre St., San Pedro 90731
 - Beverly Hills: 9355 Burton Way, Room 300, Beverly Hills 90210
 - Valley Division-Civil: 6230 Sylmar Ave., Van Nuys 91401
 - For more information on the Municipal Court process, call (866) 561-9742 or visit <http://www.lacity-parking.org/laopm/contest.htm>.

For more information on contesting parking tickets, visit:

- Los Angeles Parking Violations Bureau website, at www.lacity-parking.org/laopm/contest.htm
- California Courts Self-Help Center: Traffic Information, at courinfo.ca.gov/selfhelp/traffic/info.htm.

For Parking Ticket Information in other cities:

- City of Beverly Hills: (800)752-1195
- City of Culver City: (888)788-2755
- City of El Segundo: (310)524-2200
- City of Hawthorne: (310)970-7932
- City of Inglewood: (310)412-5500
- City of Long Beach: (562)570-6822
- City of Montebello: (323)887-1212
- City of Santa Clarita: (661)259-2489
- City of Santa Monica: (800)214-1526
- City of West Hollywood: (800)687-2458

