City of West Hollywood
Legal Services Division
8300 Santa Monica Boulevard
West Hollywood, CA 90069-4314
(323) 848-6481 Fax: (323) 848-6567

Request for Administrative Citation Hearing

Case Number:

Pursuant to Section 1.08.050(c) of the Municipal Code, a party who has been issued an administrative citation is entitled to contest it no later than 21 days after service of the citation. **In order for your request to be considered, you must deposit the full amount of the penalty (inclusive of the administrative reimbursement portion) with the City of West Hollywood unless the City waives this requirement based upon a showing of financial hardship.**

Name: _____

Mailing address: _____

City, State, Zip: _____

Daytime Telephone Number:_____

Citation Number: _____ Citation Date: _____

State the nature of the violation at issue: _____

Briefly state the reason(s) you are contesting the citation: _____

_____

_____

(You may continue on the reverse side)

You will receive a notice of the time and date of the hearing via U.S. mail. There are two ways in which you may participate at the hearing:

- by giving direct testimony (and documentary evidence, if applicable) in person. Please state your preferences:
  ☐ morning hearing ☐ afternoon hearing ☐ No preference
  ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ No preference
- in writing by submitting written testimony signed under penalty of perjury and any other documentary evidence signed under penalty of perjury no later than the date of the hearing.

DECLARATION

I declare under penalty of perjury under the laws of the State of California that my statement and all attached pages are true, correct and complete.

Signature _____ Date: _____

Name Printed _____

(Office use only)

Waived (y/n): ____ Date deposit paid: _____ Amt. paid: _____Check #: _____ Receipt #: _____

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(attach additional pages, if necessary)