

Your Guide to an In-Person Parking Ticket Appeal

It is within your right to contest the issuance of a parking ticket, and you can use this form as a guide to do so. In order to win an appeal in court, you will need to advocate for yourself by presenting the facts of your situation in a persuasive manner. This form is intended to help you construct a strong statement that conveys your evidence intelligibly and succinctly.

During a court hearing, the judge will present the city's case, then you, the defendant, will have the opportunity to present your statement. To prepare for your hearing, respond to the prompts below with information that matches the specifics of your case. You can print this form and take it with you to the hearing for reference.

- 1. Greet the judge:** Offer a respectful greeting to the judge before you begin pleading your case. Refer to them as "Your Honor."
- 2. Provide your reason for contesting the ticket:** If you made an oversight, acknowledge your mistake and state that you will be careful not to make the same mistake again in the future.
 - a.** Visit the city of Chicago's site for contesting tickets (linked on our website).
Mention any of the allowable defenses for parking tickets that apply to your case.
 - b.** If you believe that the issuance of the ticket was a mistake, state as such.
 - c.** DO NOT attack the issuing officer's credibility in an effort to defend yourself.
Maintain politeness in pleading your case.
- 3. Provide context for your actions:** Recount the series of events that led up to the issuance of the parking ticket from your perspective.
 - a.** If this parking violation is your first offense or parking tickets are unusual for you, tell this to the judge. If violating parking regulations is uncharacteristic for you, it will be easier for the judge to empathize with your argument.
 - b.** Mention any extenuating circumstances that contributed to the parking violation (e.g. if you receive a ticket due to expired city stickers, and your financial situation is the cause).
 - i.** Any long standing conditions that may be out of your control are important to mention to the judge.
 - c.** Mention whether the parking violation was a result of confusing signage.
- 4. Give a closing statement:** Express your appreciation toward the judge for offering you their time and consideration.

You have all the information you need to make a convincing argument. Remember to present your case respectfully.