Name

Address

City / State / Zip

Phone

Email

**[Current Date]**

**[Good Morning/Good Afternoon]** and thank you for hearing my appeal **[Sir/Ma’am/Your Honor]**:

My name is **[Name]** and I stand in front of you today to contest a ticket issued on **[Date and Time]** along the location **[Road Name & No.]**.

My license plate number is **[\_\_\_\_\_\_\_\_\_\_\_\_\_]** and the ticket number issued is **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**.

According to the violation, I was at fault for **[Offense]**. However **[Quote one of the defenses].**

Additionally, I have brought with me the photos/documents **[Explain the photos in a clear and concise manner]**(tips on what to bring on page 2) This provides evidence that further supports my request to dismiss the ticket.

Again, thank you very much for your time and I appreciate your consideration on this matter.

**------------------------------------ Delete this section before printing!-------------------------------------**

**PLEASE NOTE! When stating your defense, copy these claims word for word. Most losses result from defenses not specifically spelled out in the Municipal Code that is provided below.**

**Ticket Defenses:**

The following defenses are allowed for most **Parking and Compliance Tickets**:

1. The respondent was not the owner or lessee of the cited vehicle at the time of the violation;
2. The cited vehicle or its state registration plates (license plates) were stolen at the time of the violation;
3. The relevant signs prohibiting or restricting parking were missing or obscured;
4. The relevant parking meter was inoperable or malfunctioned through no fault of the respondent;
5. The facts alleged in the parking or compliance violation notice are inconsistent or do not support a finding that the specified regulation was violated (e.g., motorists may contest a city sticker violation if they have resided in Chicago for less than 30 days or the cited vehicle was purchased in the last 30 days; tinted windows comply with the medical use requirement of 625 ILCS 5/12-503(g); the residential parking permit was issued to a delivery, service, or repair vehicle or home health care provider doing business with or assisting a resident of the zone; etc.);
6. The illegal vehicle condition did not exist at the time of the compliance violation;
7. The illegal vehicle condition was corrected prior to the hearing (Note: this defense does not apply to muffler or exhaust violations (§ 9-76-140(a)), missing plate violations (§ 9-76-160(a)), and tinted window violations (§ 9-76-220)).

**Tips on What to Provide:**

1. Organize **photos** by labeling them and highlighting important details you are aiming to show
   1. Faded/illegible parking signs
   2. Graffiti/foliage blocking a sign
   3. Broken parking meter
2. **Documents** or **receipts** proving specific vehicle registration information
   1. Proof you were not in legal possession of vehicle at time of violation
   2. Paperwork showing you reported the vehicle’s license plate had been stolen at the time of violation
   3. Paperwork of updated City Sticker/License
3. Make sure to clearly explain how the additional information helps your case and only state the **facts**. Avoid admitting to the violation and trying to ask for sympathy/Avoid reasoning you didn't know what you did was illegal.

**Presenting in Court:**

While you can send your appeal through the mail, it can sometimes be best to state your case in person at a hearing. When talking to the hearing officer face-to-face, address them as your honor, sir, or ma'am. Be respectful and remember to keep your defense strictly worded like the Municipal Code. Have your documents and photos ready to present to support your case, stating just the clear facts. DO NOT attack the officer’s credibility as a defense and remain humble towards the official. Showing that the violation had only occured because of a “mistake of fact”, where the ​​circumstances were beyond your control, and would not happen again on purpose can overall help you to win your case.

**Example**

Here’s an example of what your document might look like if you were to fill it out completely. Remember that it doesn’t have to be word for word off of the template and if you need to go off script be respectful and state your facts.

(DO NOT COPY)

John Doe

1234 S State St

Chicago / Illinois / 60605

312-123-4567

johndoe@gmail.com

May 3, 2022

Good Morning and thank you for hearing my appeal Your Honor:

My name is John Doe and I stand in front of you today to contest a ticket issued on Wednesday April 26, 2022 at 3:39 pm along the location of 30th and Main St.

My license plate number is ABC1234 and the ticket number issued is No 9303171755.

According to the violation, I was at fault for not paying a parking meter; however, at the time the ticket was issued the relevant parking meter was inoperable and seemed to be malfunctioning.

Additionally, I have brought with me photos that show the large “ERROR” message as well as a video of me attempting to put money directly into the meter. This provides evidence that further supports my request to dismiss the ticket.

Again, thank you very much for your time and I appreciate your consideration on this matter.