

## What should I do before the hearing?

1. Read the ticket
  - a. Try to understand the municipal code you violated and ensure you actually violated it
  - b. If you plan to request to contest the ticket, make sure you **submit the request promptly**, if no response is heard you may be found liable by default
2. Understand the [defenses you can present](#), your ticket may be dismissed if:
  - a. You didn't own the car when you received the ticket
  - b. Your vehicle or license plates were stolen at the time of the ticket
  - c. The signs in the area preventing parking were confusing, illegible, or non-existent
  - d. The parking meter was broken or damaged
  - e. The information on the parking ticket is incorrect
  - f. You were ticketed for something that wasn't illegal at the time the ticket was issued
3. Gather Evidence
  - a. Save any photos and videos you may have of the area
    - i. If you were unable to get any photos or video, you may be able to examine the area in Google Street View or some equivalent program
  - b. Have an accurate description of the scene
  - c. Save your 10 digit ticket number
    - i. The City of Chicago website allows you to see [photos of your parking violation](#) if you weren't able to get any right away
4. Submit a request for a hearing
  - a. [You can submit a request for an in-person hearing on the city's website](#)
  - b. [You can also contest the ticket through the mail](#)

## What should I bring to the hearing?

- Any paperwork related to the ticket (ticket itself, ticket letter)
- Your driver's license
- Pictures (with a timestamp if possible)
  - Some common pictures may include:
    - Picture of the parking sign
    - Pictures of your vehicle's parking distance
    - Picture of the broken meter

## What should I do during the hearing?

1. Start with a formal salutation to the judge, such as "Good morning, Your Honor"
2. Explain to the judge why you are there
3. Describe the circumstances in which you received the ticket (time, location, environment, violation etc.)
4. Present your defense
  - a. Address one of the allowable defenses presented above
  - b. Present your evidence
5. Wait for the judge's decision

## What should I do after the hearing?

- Potential Outcomes
  - Even if your appeal was rejected, there is a high chance that the ticket's fine will be reduced after the appeal
- If the outcome wasn't ideal you can appeal to another judge
  - You can only appeal within **35 days** of the original's decision
  - If you decide to appeal, go to the Circuit Court of Cook County located at the Daley Center, 50 W. Washington St., Room 602
- If you decide to pay
  - Try to pay **as soon as possible** after the decision, a delay in payment may incur additional costs
  - You can also set up a payment plan for the ticket if you're unable to pay it all at once. You can do this on the [City of Chicago website](#)

## Example Appeal Statements

Good Morning, Your Honor

My name is John Smith. I am here to contest a parking ticket I received on December 3rd at around 3:30pm on Lincoln Ave. I parked on the right side of the street as the parking lot was full, and I made sure to follow the surrounding signs. I was ticketed for parking during street cleaning times, but the spot I parked wasn't covered by any signs. In this picture here you can see that the one sign that was there was torn and the timings were not visible. I ask that my ticket be dismissed.

Thank you, Your Honor.