

## What do I bring?

- Ticket number
- Pictures of signs, documents, driver's license
- Description of surrounding, street names, and time

## What can I do?

1. Understand the [defenses you can present](#). The following are, in simpler terms, instances in which you are not responsible for paying the ticket (the exact allowable defenses are defined on the next page):
  - a. You did not own the car when you received the ticket
  - b. The vehicle was stolen, or license plates were stolen when you received the ticket
  - c. There were no signs, or they weren't clear enough, to stop you from parking
  - d. If there was a parking meter and it didn't work
  - e. The parking ticket incorrectly states a violation, or there is no evidence of it
  - f. You were ticketed for something that wasn't against the rules at the time you received the ticket
2. Gather Evidence. Save any photos and videos you may have, have an accurate description of the scene, and save your 10 digit ticket number. The City of Chicago website allows you to see [photos of your parking violation](#) if you weren't able to get any right away.
3. You've submitted a request for a hearing and you've gathered your evidence. Now you have to present your case. The goal is to address the following:
  - a. Start with a formal salutation to the judge, such as "Good morning, Your Honor."
  - b. Why are you there
  - c. The circumstances in which you received the ticket (time, location, environment, etc.)
  - d. What you were ticketed for
  - e. Why you shouldn't be ticketed for that
    - i. Address one of the allowable defenses presented above
    - ii. Present evidence

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.);

### Example Appeal Statement

Good Morning, Your Honor. My name is John Smith. I am here to contest ticket number 0000112233, which I received on December 3rd on Lincoln Ave. I found a spot on the street as the parking lot was full, and I made sure to follow the signs. I was ticketed for parking during "Street Cleaning", but the spot I parked in had no legible signs . I shouldn't be ticketed because according to Municipal Code, I should not get a ticket if a sign is not legible. In this picture here, you can see, Your Honor, 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.