

Creating Your Parking Violation Defense

Here you will find information about fighting your parking violation as well as a template for contesting your violation.

Before the Hearing

There are a few things to ensure before you arrive at court.

1. Print out this pdf and bring it with. It will serve as a backup in case you forget any information.
2. Ensure you bring all your evidence. Only evidence provided may be used if you must appeal your hearing. (witnesses are incredibly valuable in these cases)
3. Arrive early to get your bearings and prepare for the hearing. This may be a stressful experience so coming prepared and having time to collect yourself is very important.
4. Wear formal clothing. This will make you look more credible and trustworthy.

Arriving to Court

When you arrive at the courthouse check in with the Department of Administrative Hearings staff member at the desk by your assigned hearing room. Your hearing will be conducted by a hearing officer. This is a private attorney who acts as a judge.

The City's Side

The city's side of the case will either send written documents to prove its case or will have an attorney present to prove its case. If your case is a simple traffic violation, it will likely be a written document.

After the city presents its case, the hearing officer will decide if the case is strong enough to continue the hearing. If it is not, the hearing officer will simply dismiss the case without you needing to present your evidence.

Presenting Your Defense

In the event your case is not dismissed, it will be your turn to prove your side of the story. This is where you will present all your evidence as clearly as possible and the hearing officer will decide whether to dismiss your case.

There are a few important things to note:

- Familiarize yourself with court etiquette. It is important to properly represent yourself in court.
- If they rule against you, it is not the end. You may file for an appeal and continue fighting it.

In Conclusion

Going to a hearing may seem more stressful than it is worth but be assured that if you follow these instructions there is a good chance you will have your case dismissed. Looking [here](#) you can see that in the 20th Ward of Chicago there is only a 10% appeal rate with a 67% contested and won rate. Don't let a parking ticket you could have had dismissed ruin your life.

Useful Links

- <https://www.illinoislegalaid.org/legal-information/going-traffic-court-chicago>
- <https://liquidph34r.github.io/Com421Final/>

[date you are writing this letter]

Dear Sir or Madam,

I am writing to contest **[ticket number]** issued on **[date violation was issued]**. I am contesting this ticket on the basis **[one of the allowable defenses above]**.

The violation states I was at fault for **[alleged reason violation took place]**. This is not what occurred. The following evidence shows that I was not in violation of **[alleged reason violation took place]**.

[This is where you will present the evidence you have. Make sure the evidence is as clear as possible and thoroughly explain what is being proven in the evidence.]

For example, if you were cited a ticket for parking in a no parking zone but there were no signs on the street, do not just provide pictures of the street. Explain that you are showing a lack of signage. You want your evidence to be as clear and complete as possible.

If your defense relies on a crime being committed (ie stolen car, stolen license plate, etc) bring the police reports. Any and all evidence will help your case.

Also provide your evidence in chronological order. This will increase your credibility as your story will flow logically rather than appear scattered or incomplete.]

Thank you very much for you time and consideration of this matter,

Sincerely,

[Your first and last name here]