

# Ordinance Violation Appeal

## Explanation

Once a citation has been issued, it must be paid or appealed within 10 days. If you decide to appeal, the citation is submitted to the 70th District Court of Saginaw County. You should complete an appeal form, which is available from SVSU Parking Services. Include your name, address, etc., and be sure to include the citation number. Choose and sign one of two options:

- Deny Responsibility, in which case you will be notified by the 70th District Court of a hearing date.
- Admit Responsibility with Explanation, in which case the 70th District Court will notify you by mail of the court's decision. *Depending on the decision of the Court, your fine may be dismissed, lowered, remain the same or, in some cases, raised.*

## To File An Appeal

An appeal form must be completed, signed and submitted to SVSU Parking Services within 10 days of the date of the citation. SVSU will send the form and a copy of the citation to the 70th District Court of Saginaw County. Within a few days, a copy will be sent to you with the date the citation was sent to the Court. The Court will notify you within two weeks of a hearing date or the court's decision. If you are required to submit a payment, you should send it to the 70th District Court – not to Saginaw Valley State University.

SAGINAW VALLEY STATE UNIVERSITY  
ORDINANCE VIOLATION NOTICE  
to the People of Saginaw Valley State University

Citation # 414225

Issue Date: 09/06/05  
Issue Time: 11:13 Officer: 123

Location: F LOT  
FACULTY/STAFF PARKING

Meter Number:  
Chalk Time:

Violation: No Permit Displayed  
Fine Amount: \$20.00

Vehicle Information  
Plate Information: MI 123ABC  
Model: MONTEC  
VIN:  
Make: CHEV  
Style: 2D  
Color: BLU  
Permit Number:  
Comments:

This violation is a Civil Infraction

If the penalty is not paid to SVSU within 10 calendar days, this complaint may be forwarded to the 70th District Court, 111 S. Michigan, Saginaw, MI 48602. The penalty could be assessed. Complainant should contact the Court within 14 days of the date of the citation by mail from SVSU.



University Police • University Center, MI 48710 • (989) 964-4140



# ORDINANCE VIOLATION APPEAL

NAME \_\_\_\_\_ TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**OFFICE USE ONLY**  
 DATE SENT TO COURT

TICKET NUMBER \_\_\_\_\_

You are alleged to be responsible for a civil infraction.

1. You may sign a statement that indicates you deny responsibility for the infraction. This statement will be sent to the 70th District Court, and you will be notified by the Court when to appear for a hearing.
2. You may admit responsibility with an explanation for the infraction, and provide a written statement. The 70th District Court will mail a determination, and if applicable, order fine and costs to be paid.

**I DENY RESPONSIBILITY** for the civil infraction, and understand that I will be notified by the 70th District Court when to appear for a hearing.

**X** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**I ADMIT RESPONSIBILITY WITH AN EXPLANATION** of the circumstances of the violation that the Court may consider in determining the amount of the fine and costs.

**X** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Explanation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use reverse side if you require additional space)