



# WOOD DALE POLICE DEPARTMENT

## Parking Citation Resolution Information

The City of Wood Dale Police Department has established a Parking Citation Protest procedure as a method of allowing recipients of parking citations an opportunity to make the police department aware of a substantial error related to the issuance of a citation. Parking citations will only be voided if an apparent error resulted in the citation being issued.

Parking Citations must be paid within ten (10) days of issuance. Parking Protest Forms must also be submitted for review within ten (10) days. Requesting a review of the citation may not relieve the recipient of the applicable fees, if found liable or guilty. If the review results in the ticket being non-suited or voided, you will be notified, either by phone or mail, and no additional action will be required.

To facilitate this process, you must begin by completing the reverse side of this form, the Parking Protest Form. Please remember to attach any supporting documentation with the form.

You have three options regarding your parking citation.

- 1) **PAY THE FINE:** You may pay the fine. Preferred payment method is to go online to <https://www.wooddale.com/residents/bill-payment-options>, following the link displayed after Police Ticket / Citation. Citations can also be mailed, dropped in the box in the City Hall parking lot or payment can be made in person to the Records Division window during regular business hours (Monday- Friday 8:30am – 4:30pm). Methods of payment are cash, check (payable to City of Wood Dale), or credit card (credit card will include \$2.00 fee).
- 2) **REQUEST A REVIEW:** You may complete the Parking Protest Form if there are sufficient facts to support an apparent error. You must also provide proof along with your form, including the parking citation number. Please retain the original citation for your records.
- 3) **COURT APPEARANCE:** You may request a court appearance if your facts do not support the decision by police personnel, **and** you wish to dispute the citation further. You will be notified by mail of the court date by the DuPage County Clerk's office. **This may accrue additional court costs implemented by the DuPage County Court Clerk's Office.**

Examples of an apparent error may include:

- 1) The address was granted parking permission from 2:00 am to 6:00 am prior to the issuance of the citation.
- 2) A citation was issued for failure to display a valid vehicle sticker at the time when the vehicle was not registered in the City of Wood Dale.
- 3) An error occurred when entering the parking space number for the Wood Dale Train Station parking lot, but payment was received on date of issuance.



# Parking Protest Form

Today's Date:	Citation Number:	Date you received this citation:

Name:		Phone number:	
Address (including city, state, zip):			
Vehicle Make:	Color:	License Plate #:	State / Year:

If you have a valid city sticker, commuter parking permit or handicap placard and have been cited for not having / displaying such item, please provide the sticker or placard number:

City sticker, commuter parking permit or handicap placard #: \_\_\_\_\_

Reason for complaint (Please remember to attach any supporting data with this form):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be filled out by Police Department Personnel Only

Employee receiving protest (Name & Star#):	Date / Time received:
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### For Administrative Use Only

Supervisor's Recommendation: \_\_\_\_\_

Supervisor (name & badge #): \_\_\_\_\_ Date: \_\_\_\_\_

### Chief of Police

Void / Non-Suit       Issue Court Date      Initials: \_\_\_\_\_ Date: \_\_\_\_\_