



Mail or deliver the completed and signed form to:

CITY OF LAKE WORTH
Parking Division
ATTENTION: Court Hearing
Requests 414 Lake Avenue
Lake Worth, FL 33460

NOTE: ALL VIOLATIONS MUST BE CONTESTED WITHIN FIFTEEN (15) CALENDAR DAYS FROM DATE OF VIOLATION ISSUANCE. HEARING REQUEST FORMS RECEIVED AFTER FIFTEEN (15) CALENDAR DAYS WILL NOT BE PROCESSED.

PLEA OF NOT GUILTY AND REQUEST FOR HEARING

Read and complete the information below. (Please Print and Sign at the bottom)

IN ORDER TO CONTEST YOUR PARKING CITATION, PLEASE RESPOND TO THE FOLLOWING REQUEST FOR INFORMATION AND ACKNOWLEDGEMENT OF YOUR RIGHTS AND RESPONSIBILITIES.

PRIOR TO ANY APPEAL BEING PROCESSED, ALL PREVIOUS UNPAID PARKING FINES MUST BE PAID IN FULL.

SECTION A. APPELLANT INFORMATION (Please Print)

1. Your Full Name: _____
FIRST LAST

2. Address (post office box only is not acceptable):

3. Your Telephone Number: (Work) _____
(Home) _____

4. I am: (CHECK ONE):

- The Registered Owner of the Vehicle described below.
- I had care, control and custody of the vehicle described below at the time of the alleged violation.
- I did not have care, control and custody of the vehicle described below at the time of the alleged violation.

- 1. You may request a hearing by providing the information requested above, have it notarized and sign this request form.**
- 2. Parking violation hearings are held before the Palm Beach County Civil Traffic Infraction Hearing Officer. They are conducted in the same manner as a non-jury trial. The officer/employee who issued the citation represents the City of Lake Worth at the hearing. The Hearing Officer determines whether the alleged parking violation was committed, based upon the testimony and evidence presented at the hearing.**
- 3. If the Hearing Officer determines that you (or someone operating your vehicle with your permission) committed the alleged parking violation, you will be deemed to have waived your right to pay the original amount indicated on the parking notice. A fine of up to \$100.00 plus court costs may be imposed; for disabled persons parking without a disabled parking permit \$250.00 plus court costs may be imposed. If it is determined you were not legally operating the vehicle the court may dismiss the citation.**
- 4. Once a hearing time is requested, payment cannot be accepted either by the City of Lake Worth Division of Parking Administration or the Palm Beach County Clerk of the Court. You must appear before the Hearing Officer. Failure to appear may result in a civil judgment against you plus court costs. The Hearing Officer may apply to the County Court to issue a contempt order against you for your failure to appear at said hearing.**
- 5. Failure to appear on the Court scheduled hearing date may be regarded as a "no-show" and may result in you being adjudicated guilty.**
- 6. You must provide the City of Lake Worth, Parking Division with your current address, a post office box address only is unacceptable. All notices pertaining to your parking violation notice and court appearances will be sent to the address that you provided on this form.**
- 7. This form may be submitted in person at 414 Lake Ave. Lake Worth, FL 33460 Monday-Wednesday during the hours of 8:00 am - 5:00 pm, Thursday 9:00 am to 5:00 pm, or Friday 8:00 am to 5:00 pm, or mailed to the City of Lake Worth, Parking Division at 414 Lake Ave. Lake Worth, FL 33460 within fifteen (15) calendar days of violation issuance.**
- 8. In order to be processed, this form must be received by the city within fifteen (15) calendar days of issuance of the citation. No appeals will be processed after the 15th day. Please note we are closed on weekends and major holidays.**
- 9. Certain violations with valid documentation which have been appealed may be dismissed administratively by the Leisure Services Director or his/her designee in lieu of Court.**
- 10. Effective March 1, 1992, the City shall supply the State of Florida Department of Highway Safety and Motor Vehicles (DHSMV) with a magnetically encoded computer tape reel or cartridge which is machine readable by the installed computer system at DHSMV, listing persons who have three (3) or more outstanding parking violations. If a person's name appears on the list no license plate or revalidation sticker shall be issued to such person until such person's name no longer appears on said list or until such person**

presents a receipt showing that such parking fines have been paid. The tax collector shall be entitled to receive monthly, as costs for implementing and administering this subsection, ten per cent (10%) of the civil penalties and fines covered from such persons. If a person's name appears on the list, the civil penalty or fine for each parking violation that contributed to the appearance of the person's name on the list will increase by fifteen per cent (15%), and tender of payment of a lesser amount will not be accepted.

11. Municipal parking violations fines and penalties for which full payment is not received within forty-five (45) calendar days from the date of issuance will be subject to no more than an additional 25% cost.

12. Pursuant to F.S. 938.35, parking violations, fines and penalties for which full payment is not received within ninety (90) calendar days from the date of issuance will also be subject to an additional collection fee, if the account is referred to a private attorney who is a member in good standing of the Florida Bar or to a collection agent who is registered and in good standing pursuant to F.S. chapter 559, each retained by the city pursuant to its applicable procurement practices to pursue the collection of such unpaid financial obligations. The amount of such collection fee shall not exceed 25% percent of the amount owed at the time the account is referred to the attorney or agents for collection, or in the actual amount charged by such private attorney or agents for collection, whichever is less.

SECTION D. APPELLANT'S OR REGISTRANT'S ACKNOWLEDGEMENT AND SIGNATURE

I, the above named alleged offender, acknowledge receipt of the above-stated City of Lake Worth, Florida municipal violation and desire to enter my plea of NOT GUILTY and request a hearing in Palm Beach County Traffic Court as stated above.

I have read and understand the foregoing information and affirm that the information provided by me is true and correct to the best of my knowledge.

My signature below confirms my request to contest this municipal parking violation notice before a Hearing Officer in the Palm Beach County Circuit Court.



Date: ____ / ____ / ____

Signature

Print Name

STATE OF FLORIDA COUNTY OF PALM BEACH

Sworn to and subscribed before me and _____ personally known to me or _____ having produced identification (type of ID)

_____ this _____ day of _____, 20__.

SIGNATURE / NOTARY PUBLIC, STATE OF FLORIDA

PRINT NAME

(STAMP / SEAL)

GENERAL INSTRUCTIONS

- **To request an appeal hearing for a traffic citation issued by the City of Lake Worth, you must do so within fifteen (15) calendar days. Hearing Request forms received after fifteen (15) calendar days will not be processed.**
- **Completed, notarized forms, must be received by the City of Lake Worth, Parking Division within fifteen (15) calendar days of the violation Issue Date.**
- **Failure to return the completed form to this office within the specified time limit will result in your appeal being denied.**
- **If you have any questions regarding the appeals process or this form, please contact the City of Lake Worth Parking Division by calling (561) 533-7383.**
- **Print clearly and complete in its entirety the Plea of Not Guilty and Request for Hearing Form. If you have any questions on how to complete the form immediately contact the City of Lake Worth Parking Division by calling (561) 533-7383.**
- **Your request will be returned unprocessed if incomplete or missing information. • In order to process you Request for Hearing, we require the following documents:**
 - A copy of the Violation.
 - A copy of your driver’s license.
 - Any documentation that supports your violation was issued in error.
- **Penalties will continue to accrue until we receive your timely appeal form.**
- **If all the criteria have been met, your appeal will be forwarded to the Palm Beach County Clerk of Courts Parking Violations Division. Once the citation has been forwarded to Palm Beach County Clerk of the Court, the citation will be processed by the Clerk of the Court.**
- **Once your request for appeal has been transmitted to the Clerk of Courts, all further concerns, payments, inquiries and communications regarding this citation must be addressed to: Palm Beach Clerk & Comptroller, Parking Violations, P.O. Box 3544, West Palm Beach, Florida 33402-3544. (561) 355-2994**

- If you have scheduled a court date but choose to pay your citation before that scheduled date, you must call the Court at (561) 355-2994 to cancel or you will be subject to additional fines.
- The Palm Beach County Clerk of the Court will notify you of the date and time of the hearing.
- If a valid request for an appeal hearing is made to the City of Lake Worth Division of Parking Administration collection of your citation will not be processed until notice is received on the outcome of your appeal from the Palm Beach County Clerk of Court.

IMPORTANT INFORMATION

- Do not pay your fine at this time if you are appealing it (you will be required to pay the court later).
- You waive the right to pay the current amount of the civil penalty (parking fine) to the City of Lake Worth when the citation is forwarded to the Clerk of Circuit Court.
- If the citation is upheld, it may be subject to additional fees and costs.
- Only those appeals filed correctly, and written within the time allowed will be reviewed. Postal delays or electronic equipment failures will not be considered a valid excuse.

ADMINISTRATIVE USE ONLY (PLEASE DO NOT WRITE IN THIS SPACE)

RP # _____

Received: In person By mail Other _____ Date _____

Appeal Entered _____