



## PARKING APPEAL PROCEDURES

If you disagree with the notice of parking violation you received, you may fill out an appeal online at [payprovo.com](https://payprovo.com) or appear in person to speak with a hearing examiner. Please be aware of the following appeal policies and procedures:

1. Fill out the appeal form completely. Incomplete forms may be denied. If the appeal is submitted within five (5) business days no late fees will be assessed during the appeal process.
2. A Hearing Examiner will review the appeal along with comments provided by the officer and photo evidence associated with the ticket before making a decision.
3. A Hearing Examiner will inform you of the decision to uphold, dismiss or reduce the parking violation (through email unless an email address is not provided, then notice will be by mail). If you do not receive the decision within ten (10) business days, you need to call a Hearing Examiner at [801 852 7160](tel:8018527160) or [801 852 7162](tel:8018527162) to verify the appeal was received and is being processed. **DO NOT ASSUME YOUR CITATION HAS BEEN DISMISSED.**
4. If the appeal is denied (upheld ticket) the civil penalty is to be paid within seven (7) days of a Hearing Examiner's decision to avoid late fees. You can pay online at [payprovo.com](https://payprovo.com) , by mail or in person at the Provo City Justice Court.
5. After a decision has been made by a Hearing Examiner, you have the option of filing an appeal for a hearing before the Provo City Justice Court Judge. If you wish to file an appeal of a Hearing Examiner's decision, you need to appear in person at the Provo City Justice Court to fill out the required form and set up a court date. This appeal needs to be submitted to the Provo City Justice Court within fifteen (15) days of a Hearing Examiner's decision to be considered
6. You may meet with a Hearing Examiner at the Provo City Justice Court, Monday through Friday (excluding holidays) from 8:00 am until 4:45 pm
7. If you have further questions, you may contact a Hearing Examiner by telephone at [801 852 7160](tel:8018527160) or [801 852 7162](tel:8018527162).