

The University of New Orleans
Parking and Traffic Ticket Appeal Process

Instructions:

1. **Please print or type and completely fill out form within 14 days of receipt of the ticket.**
2. Fill out one form per ticket.
3. Attach ticket, or copy of ticket (preferred), to this form.
4. Only the person to whom the ticketed vehicle is registered or the operator of the vehicle can appeal any citation.

Appeals based on the following are not acceptable:

1. Ignorance of the Parking and Traffic Regulations.
2. Inability to find a parking space.
3. Operation of the vehicle by another person.
4. Failure of officers to ticket previously for similar offenses.
5. Disagreement with the Parking and Traffic Regulations.

A decision in regard to the appeal will be **mailed** within fourteen (14) calendar days of receipt of the Appeal Form by the Parking and Traffic Ticket Appeals Office.

If the appeal is denied tickets must be paid at the Bursar's Office within fourteen (14) calendar days of the ticket or the ticket will be subject to a late fee. If the appeal is granted, a full refund will be made to me or applied to my UNO account.

The initial decision can be appealed to a Final Appeal Committee if a request to do so is filed within fourteen (14) calendar days of receipt of the initial decision to the Parking and Traffic Ticket Appeals Office by calling (504) 280-7284. Hearing dates will be set throughout the semester. You will be notified of available hearing dates via mail; upon confirming a date to attend, you must appear at that Committee or the original decision regarding your appeal will stand.

In order to avoid the late fee, which could be incurred during the entire appeal process, I understand that I can pay the ticket within fourteen (14) calendar days of the issue date. If the appeal is granted initially or by the Final Committee, you will be granted a refund or the amount will be applied to my account.

I understand the conditions of the appeal and realize that my failure to comply with any of the above could result in this appeal being denied.

SIGNATURE

DATE

**SUBMIT THIS FORM IN THE DROP BOX ON THE DOOR OF
Parking and Traffic Ticket Appeals Office**

Earl K. Library, Room 120
New Orleans, LA 70148
Phone: (504) 280-7284
FAX: (504) 280-3998