CITATION APPEAL FORM

Directions: Read guidelines, reverse. Read front and fill out all requested information. Attach citation. Deliver both carbon copies to Parking Services. Appeals must be received at Parking Services within 10 days of issuance of ticket to be considered.

IMPORTANT—PLEASE READ CAREFULLY BEFORE PROCEEDING:
Written appeals will be considered only if an argument can be presented indicating an extreme extenuating circumstance or an enforcement error, as defined on reverse. Most other appeals will be denied.

Appeals are granted most often when they conform to the guidelines posted on the reverse page.

Please print neatly and fill in all requested information:

Full Name:________________________ UNH ID#________________________

Address:__________________________________________________________
Fac/Staff☐ Student☐ Visitor☐

City/St/Zip:________________________________________ Ph:___________ E-mail:__________

This appeal is being submitted because of ☐ an EXTREME EXTENUATING CIRCUMSTANCE. ☐ an ENFORCEMENT ERROR.

(please see reverse)

Please copy the following information from your citation(s):

<table>
<thead>
<tr>
<th>CITATION #</th>
<th>PLATE #</th>
<th>STATE</th>
<th>PERMIT #</th>
<th>VIOL. #</th>
<th>LOCATION</th>
<th>OFFICER #</th>
<th>VIOL. DATE</th>
<th>VIOL. TIME</th>
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REASON FOR APPEAL
(Please see reverse for guidelines)

____________________________________________________

Please do not write below this line.

DEcision of appeal

Citation #__________ Accepted_____ Denied_____ Reduced_____ Ref. Let. ____ By____
Citation #__________ Accepted_____ Denied_____ Reduced_____ Ref. Let. ____ By____
Citation #__________ Accepted_____ Denied_____ Reduced_____ Ref. Let. ____ By____

Additional comments:

Submit both carbon copies with your ticket attached within ten days of ticket's issuance.
How To Write An Effective Appeal:

The rules of parking are designed to make parking as fair and easy as possible for everyone. This means that sometimes you may not be able to park where you would like to! UNH Parking Regulations are strictly enforced. Appeals to parking tickets may only be appealed if you can explain and verify an extreme extenuating circumstance, or if you can cite an enforcement error, as described below. Most other appeals are likely to be denied.

**Extreme Extenuating Circumstances.**

Acceptable examples may include:
- A documentable medical emergency.
- A documentable mechanical problem. (“My car died” will not work, but “My car died, and here’s a receipt from my mechanic” might work).

Examples of the MANY unacceptable extenuating circumstances include:
- “I was late.”
- “I had to drop off a paper.”
- “I had a big project.” / “I had an appointment.”
- “I had to run to my office.”
- “I was going to come out sooner, but I got busy.”
- “The lot was half empty.”
- “I can’t afford the ticket.”

**Enforcement Errors**

Acceptable examples may include:
- A broken parking meter.
- A reserved space violation issued on a car that does display a permit to park in that lot.
- A misread (by the officer) permit expiration date.

Examples of what are NOT considered appealable enforcement errors:
- The ticket says your car is gray, and it’s really brown.
- The ticket says your car is a 2-door and it’s really a 4-door.
- The ticket says your car is a Chrysler and it’s really a Lincoln.

**What else makes for an effective appeal:**
- Keep it brief and to the point.
- Address the issue of the citation...don’t bring up tangential matters.
- Avoid the temptation to editorialize. We are aware that convenient parking is scarce.
- Write neatly, and be sure to provide all the information requested.
- Familiarize yourself with the Parking regulations so you know what you are contesting.
- Abusive, abrasive, sarcastic or profane language will not help your appeal in any way.

**What else WON’T get accepted:**

Deniable appeals are those that in one way or another request an exemption to the Parking Rules & Regulations. People who attempt exemptions to the rules compromise the fairness to the people who park properly. Therefore, appeals of this type are bound to be denied. Examples of appeals that are NEVER accepted include any variation of the following excuses:

- “I was only there for one (two, five, ten….) minutes.”
- “I’ve parked there before and never received a ticket.”
- “I thought it was a space.”
- “There is no sign that says I can’t park there.”
- “The meter JUST ran out/I couldn’t get back to feed the meter.”
- “I can’t afford the fine.”
- …And the old stand by: “I didn’t know/I thought something else./Nobody TOLD me.”

Submit both carbon copies with your ticket attached within ten days of ticket’s issuance.