

The SWC Parking Citation Appeal Process, Administrative Hearing Process and Court Appeal Process are mandated by California Vehicle Code Article 3, Sections 40200.7 and 40215, which was enacted by the State Legislature, Assembly Bill 408, effective July 1, 1993, and Assembly Bill 1228, effective January 1, 1996. All time restrictions, with respect to different appeal levels, are made pursuant to the aforementioned legislation.

THE FOLLOWING ARE NOT ACCEPTABLE GROUNDS FOR REVIEW OF A PARKING CITATION:

- Forgetfulness
- Parking only for a short time
- Parking in an almost empty lot
- Not having funds
- Told it was free to park
- Not seeing the sign or curb markings
- Never received the citation or notification in the mail (It is not SWC's responsibility for lost mail/wrong address at DMV)
- Not knowing the rules and regulations. (*Parking rules and regulations can be found in the class schedule or online at: www.swccd.edu. Click About SWC > Campus Police > Parking Services & Citation Review*)

Level 1 – Administrative Review

Submit this form before the citation is twenty-one (21) days old. If you do not appeal citation(s) within stated time frame you will lose the opportunity to contest the citation(s) and all fines must be paid.

Completed form can be emailed to swcparking@swccd.edu or dropped off at the College Police office in room 105D. Appeal decision will be emailed to you within three (3) weeks. During the review process, your citation is put on a temporary hold. If you do not receive an email with the decision within stated time frame, please contact Parking Services.

If your appeal is voided/accepted: No fees are due and your citation will be dismissed.

If your appeal is denied/upheld: Your citation must be paid in full. Appellant has the right to contest citation further (see Level 2).

Level 2 – Administrative Hearing

California vehicle code 40215 (b) requires payment for the citation at the time the Administrative Hearing is requested.

Submit an Administrative Hearing form twenty-one (21) calendar days from the initial Administrative Review results. Failure to make request within stated time frame will result in request being denied and no further appeals allowed. The Administrative Hearing is conducted by a hearing official who is not directly affiliated with SWC Parking Services. You will receive notice by mail of your hearing date.

The Administrative Hearing request form may be picked up at the Campus Police office or requested via email. Contact swcparking@swccd.edu to request the form.

If the appeal is accepted: A refund will be issued and your citation will be dismissed.

If the appeal is denied/upheld: The College keeps the citation fees to satisfy the citation. Appellant has the right to contest citation further (see Level 3).

Level 3 – Court Appeal

If you are not satisfied with the outcome of the Administrative Hearing, you may further appeal your case to the South County Superior Court (500 3rd Avenue, Chula Vista, CA 91910) within 30 calendar days after personal delivery or within 35 days after mailing (Code Civ. Proc. §1031) of the issuing agency's final decision. For court filing fees and instructions, please visit: www.sdcourt.ca.gov

If the appeal is accepted: The College refunds the citation fees.

If the appeal is denied/upheld: The College keeps the citation fees to satisfy the citation. Court's decision is final.

Citation payments may be submitted:

- **Online:** www.paymycite.com
- **In person:** Pay at the Cashier's Office in building 1400, then return your receipt to the College Police office in room 105D. College Police must receive your receipt in order to enter your payment into our system.
- **Via mail:** Please send a cashier's check or money order to: Southwestern College Police Department, 900 Otay Lakes Road, Chula Vista, CA 91910. *Payments payable to: Southwestern College. Please include citation number on payment and original citation. Personal checks not accepted. DO NOT SEND CASH.*

**For inquiries, please contact SWC Parking Services:
(619) 216-6611, Monday – Friday, 8:00 a.m. to 5:00 p.m.**



REQUEST FOR ADMINISTRATIVE REVIEW (CITATION APPEAL)

DO NOT FILL OUT THIS FORM UNTIL YOU HAVE READ THE INSTRUCTIONS ON THE REVERSE SIDE.

ALL FIELDS REQUIRED: PLEASE FILL OUT COMPLETELY AND LEGIBLY.

FIRST NAME: _____ LAST NAME: _____ PERMIT #: _____

I AM A: STUDENT ID #: _____ STAFF ID #: _____

VISITOR SEEING (if any): _____ LAST FOUR OF YOUR SS#: _____

CITATION #: _____ DATE ISSUED: _____ TIME ISSUED: _____

OFFICER #: _____ VEHICLE LICENSE PLATE #: _____

CIRCLE THE REASON THE CITATION WAS ISSUED:

NO VALID: STUDENT PERMIT / STAFF PERMIT / IMPROPER / AREA NOT DESIGNATED / METER / HANDICAP PERMIT / VISITOR TABS

CIRCLE THE LOCATION OF WHERE THE CITATION WAS ISSUED:

MAIN CAMPUS LOT: A B C D E F G H I J K L M N O P METER#: _____

OTAY MESA: STAFF / STUDENT

NATIONAL CITY: LEVEL 1 / LEVEL 2 / LEVEL 3

SAN YSIDRO: STAFF / STUDENT

YOUR PHONE #: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

STATE THE REASON(S) WHY YOU THINK THE PARKING CITATION SHOULD BE REVIEWED:

I have read and understand the instructions on the reverse side and believe that my situation meets the requirements for review.

SIGNATURE: _____ DATE: _____

CITATION UPHELD:		RESPONSE:
CITATION VOIDED:		
REVIEWED BY:		
NOTIFICATION DATE:		