

PARKING CITATION TRIAL REQUEST FORM

Dear Parking Citation Holder,

If you wish to request a trial for the parking citation issued to your vehicle you were operating, it must be filed in writing with the Village within ten (10) working days of the date the citation was issued. Your request for a trial will then be turned over to the municipal court clerk who will schedule a trial date and notify you of that date. The citation will be placed on hold until that court date and no late fees assessed. **Please note that if contesting a parking citation and found guilty by the court, there will be a \$33 court cost fee assessed.**

If you made an error such as entering a wrong stall number, sticker was not displayed on the driver's side windshield, parked where you shouldn't have, etc., the ticket will stand.

Municipal court is held at the Village Hall (Kinzie Ave and STH 67) on the second and fourth Thursdays of each month at 5:00 PM.

If you fail to appear on your scheduled date the citation will be assessed all applicable late fees/witness fees and turned over to a collection service.

I am requesting a trial by court _____
Signature

TO BE COMPLETED BY CITATION HOLDER, PLEASE PRINT

License Plate No. _____	Parking Citation No. _____
Date of Request _____	Date of Citation _____
Name _____	Phone _____
Address _____	City _____ State _____
Email _____	Zip _____

Explain why this citation is being contested: _____

Drop completed form off at the Fontana Police Department, fax to 262-275-3855 or email to police@vi.fontana.wi.gov

TO BE COMPLETED BY STAFF

Date request received _____
Date citation issued _____
Date forwarded to court clerk _____
Court date _____