

PLEASE READ **BEFORE** REQUESTING AN INFORMAL HEARING

- This is an informal proceeding which is under oath, but not recorded.
- Attorneys are not allowed to represent either side at an informal hearing.
- The judge will hear the presentations of both the officer and you and will make an immediate ruling from the bench.
- If you are found responsible, you must pay all fines and costs and other financial obligations immediately after your hearing. Payment may be made in the form of cash, check, money order, VISA, or MasterCard. Night informal hearing payments must be made at the Police Desk in City Hall.
- You may appeal the decision of the judge at an informal hearing and request a formal hearing which will be heard by a different judge. You must appeal within 7 calendar days of the informal hearing, or you may lose the right to appeal.
- You are required to pay a bond (cash, VISA, or MasterCard) in the amount of the judgment in order to appeal to a formal hearing.
- If you cancel your hearing, you must pay in full at www.54bdistrictcourt.com or call 517.351.7000.

NO TIME FOR COURT? CLICK BELOW FOR AN ONLINE REVIEW
<https://www.courtinnovations.com/MID54B>

(Using Online Review will not eliminate your right to an informal hearing if the outcome of the review is not favorable)

54B DISTRICT COURT – REQUEST FOR INFORMAL HEARING (PARKING)

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<https://www.courtinnovations.com/MID54B>

I deny responsibility for this citation and request an informal hearing. I am prepared to offer a defense to the citation in the court.

I understand and agreed to the following:

- If I do not have a defense, additional costs may be added to the amount due.
- If I fail to appear on my scheduled court date and time, a default judgment will be entered against me, and I will have to pay all fines and costs plus a default cost.
- While this case is pending, it is my responsibility to notify the court of any address changes.
- If I am unable to make my hearing and request an adjournment, I must make it in writing BEFORE the court date and pay a posted (cash, VISA, MasterCard) for the total amount of fines and costs due.
 - If my adjournment request is denied and I fail to appear at the scheduled hearing, a default judgment will be entered against me, and I will have to pay all fines and costs plus a default cost.
 - If my adjournment is granted, and there is not enough time to notify witnesses, including the officer, I may be responsible for payment of witness fees.

Generally invalid reasons to contest parking tickets:

- Ignorance of the law is no excuse
- I only parked in that space for a few minutes
- I didn't see the sign
- I'm not familiar with parking regulations
- I did not intend to park illegally
- No one else received a ticket
- I never received a ticket before in that area
- The fine is too much
- Or I can't pay it
- I forgot

I will need an interpreter. Language requested _____

I have read this information AND the informal hearing information on the reverse side of this request.

Date: _____
Defendant Signature

Ticket # _____ Offense _____

Name (Please Print) _____

Address _____ Apt # _____

City _____ State _____ Zip _____

Phone (cell) _____ (work) _____

Email Address _____