



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

Transit Court  
PO Box 866015  
Los Angeles, CA 90086-6015

213.922.6878 Tel  
[metro.net/transitcourt](http://metro.net/transitcourt)

**ADMINISTRATIVE HEARING REQUEST FORM**

An Initial Review of the violation must be completed prior to submission of this hearing request form.  
For questions pertaining to this form, please call Metro Transit Court at 213.92COURT (213.922.6878).

I am entering the following plea (*check one*):     **Liabe**                       **Not Liabe**

Select *one* option:     In-Person Administrative Hearing (**Section A**)     Administrative Hearing by Written Declaration (**Section B**)

Violation Number: \_\_\_\_\_

**Section A - In-Person Administrative Hearing**

**1. Interpreter Services**

If you require the services of an interpreter on the date of your in-person administrative hearing, one will be provided at no cost to you; please check the box below and indicate the language needed.

Interpreter Services required, language needed: please specify \_\_\_\_\_

If you cannot attend your in-person administrative hearing, you must contact Metro Transit Court at 213.92COURT (213.922.6878) to reschedule no later than 48 hours (two working days) prior to your scheduled hearing. If you do not attend a scheduled in-person hearing you will be declared to have **Failed to Appear**, and you will have no further right of appeal. Any penalty amounts outstanding will be immediately due and payable and your violation will be declared unpaid.

**2. Proceed to Section C**

**Section B - Administrative Hearing By Written Declaration (Hearing By Mail)**

1. NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**WRITTEN STATEMENT** (*Attach additional pages if needed*)

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**2. Proceed to Section C**

**Section C – Payment**

**1. Please select one of the following:**

Request for Declaration of Inability to Pay Waiver.

(*Waiver form will be mailed or downloaded from: <https://www.metro.net/about/transit-court/>*)

Payment Enclosed

**2. Proceed to Section D**

**Section D – Certification**

*I state and declare, under the penalty of perjury, that the foregoing is true and correct.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

