



ADMINISTRATIVE HEARING REQUEST FORM

An Initial Review of the violation must be completed prior to submission of this hearing request form. You may request an Administrative Hearing by completing the information below. If you do not request a hearing within 21 days, you lose the opportunity to contest the violation and the options that may be granted by a Hearing Officer. For questions pertaining to this form, please call Metro Transit Court: 213-922-6878.

Date: _____ Name: _____ Citation Number: _____

Phone Number: _____ Address: _____

BY WAY OF THIS FORM, I HEREBY REQUEST AN ADMINISTRATIVE HEARING

- 1. Administrative Hearing by Written Declaration (*attach a signed written statement*) OR In-Person Administrative Hearing
- 2. **LOCATION (Select One):** Metro Transit Court, Plaza Level One Gateway Plaza Los Angeles, CA 90012
- 3. If you require the services of an interpreter on the date of your administrative hearing, one will be provided at no cost to you, check the box below and indicate the language needed.
 YES, language needed: _____ OR NO
- 4. Payment Options
 Payment Enclosed OR Request for Declaration of Inability to Pay Waiver.

PLEASE NOTE: A payment waiver is not used to grant exemptions from payment of violation fees on the grounds of financial hardship, nor is there any provision in current state law which permits a reduction in fines. The financial disclosure statement is used only to waive the prepayment of violation fees required for scheduling an administrative hearing, during which you may challenge the legitimacy of the violation.

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

Signature: _____ Date: _____

If you are unable to appear on your scheduled hearing date and want to be scheduled for a different date, you must contact Metro Transit Court in writing, by phone, or at Metro Transit Court no later than 48 hours (two working days) prior to the scheduled date and time. **If you do not attend a scheduled administrative hearing, you will be held to have failed to appear. Your violation will be upheld, and you will have no further right of appeal.**

STATEMENT OF RIGHTS AND RESPONSIBILITIES

At your request you have been scheduled for an administrative hearing. An independent Hearing Officer will conduct the hearing. The hearing will be informal and formal rules regarding the admissibility of evidence will not be strictly applied. The Hearing Officer will make a decision based on the testimony and evidence you present and information received from Metro Transit Court.

- 1. The violation, or copy thereof, shall be *prima facie* evidence of the facts contained therein.
- 2. The officer or person issuing the transit or parking violation is not required to attend and will not be present at your hearing. If you leave your hearing before the hearing is complete, the matter will be decided on the evidence in the possession of the Hearing Officer at that time.
- 3. The Hearing Officer will assess all evidence and make a decision based on a preponderance of evidence or evidence which as a whole shows that the facts sought to be proven are more probable than not).
- 4. Bring ALL evidence to support your case with you to the hearing. If you raise a defense, you are responsible for providing proof of that defense. Such evidence may include, but is not limited to, records, documents, photographs and testimony of witnesses. This hearing is your opportunity to present your case. **NOTE: Photographs submitted must clearly show the street address or other identifying location characteristics within the photograph.**
- 5. Metro will retain copies of all evidence that you submit. Original photographs and documents will be retained by Metro.
- 6. If the Hearing Officer determines that a monetary refund is to be issued, the refund will be mailed approximately 90 days from the date of the Hearing Officer's decision letter.
- 7. You are afforded the right to appeal the Hearing Officer's decision. Instructions for obtaining a further appeal will be provided with the decision of the Hearing Officer.
- 8. For security and safety reasons, there is no place provided for the storage of personal belongings at Metro Transit Court. Personal belongings including large bags or other items are not permitted in the hearing area and may not be left in the lobby of Metro Transit Court or Metro Headquarters. Any personal items you might wish to take into the hearing area are subject to inspection.