

Request for Administrative Citation Hearing



Case Number: _____

Pursuant to Section 1.13.090 of the Municipal Code, a party who has been issued an administrative citation is entitled to contest it no later than 21-calendar days from the date of service of the citation. **In order for your request to be considered, you must deposit the full amount of the penalty (and any accompanying re-inspection fee) with the City of Commerce unless the City waives this requirement based upon a showing of financial hardship.**

Name: _____

Email/Fax: _____

Mailing address: _____

City, State, Zip: _____

Daytime Telephone Number: _____

Citation Number: _____

Citation Date: _____

State the nature of the violation at issue: _____

Briefly state the reason(s) you are contesting the citation: _____

You will receive a notice of the time, date, and location of the hearing via U.S. mail at least 10 days prior to the date of the hearing.

DECLARATION

I declare under penalty of perjury under the laws of the State of California that my statement and all attached pages are true, correct and complete.

Signature _____

Date: _____

Name Printed: _____

(Office use only)

Waived (y/n): _____ Date deposit paid: _____ Amt. paid: _____ Check #: _____ Receipt #: _____

IMPORTANT - READ CAREFULLY

Administrative Citation: Commerce Municipal Code (“CMC”) Chapter 1.13 allows the City to issue administrative citations for all violations of the CMC. **Every day a violation exists constitutes a new violation.** Subsequent violations of the same or different provisions of the CMC may result in the City undertaking additional civil or criminal actions to enforce the law. The consequences of such violations can result in misdemeanor convictions that include fines up to \$1,000 per violation, six months in jail, or both, per violation. **Upon receipt of a citation, a responsible party must either file an appeal or pay the fine.**

How to Appeal: You may appeal this citation pursuant to CMC Section 1.13.100 by filling out this Administrative Citation Appeal form, and submitting the form, along with an advanced deposit of the fine, within 21 calendar days from the date the administrative violation is issued to: the Office of the City Clerk—Commerce City Hall, 2535 Commerce Way, Commerce, California 90040. Any fine that has been deposited will be refunded if it is determined, after a hearing, that the person cited was not responsible for the violation or that there was no violation as charged in the administrative citation.

How to Request a Financial Hardship Waiver: You may request a waiver of the advanced deposit of the fine by completing the Request for to Establish a Financial Hardship, along with documented proof of financial hardship. The Request to Establish Financial Hardship is an administrative penalty payment waiver only. **Filing of this form does not mean you will qualify, and it does not extend the 21-calendar day appeal period. If the administrative citation is upheld, the administrative penalty is due and payable to the City of Commerce.**

How to Pay Fine: The amount of the fine is indicated on the front of the administrative citation. Payment may be mailed, payable to: Citation Processing Center, P.O. Box 10479, Newport Beach, CA 92658, or visit www.citationprocessingcenter.com. Please write the citation or account number on your check or money order. The citation must be paid or appealed by the due date. **Payment of the fine does not excuse the failure to correct the violation nor does it prevent further enforcement action by the City of Commerce.**

Consequences for Failure to Pay the Fine: A penalty of 50% percent is added on any delinquent fines on the last day of each month after the due date and 100% is added if not paid within 60 calendar days. Additionally, delinquent fines accrue interest at the rate of 1% per month from the due date (exclusive of penalties). Failure to pay a fine assessed by an administrative citation may result in the matter being referred to the city treasurer to file a claim with the small claims court. Alternatively, the City may pursue any other legal remedy to collect the civil fines including any manner allowed by law for the collection of a debt. The City may also recover its collection costs according to proof.

If you need further clarification about paying your fine, please call (323) xxx-xxxx.

A full description of the hearing process regarding this administrative citation can be found at CMC Chapter 1.13.