



City of Las Vegas
Parking and Hearings
495 S. Main Street, 4th Floor
Las Vegas, NV 89101
Phone: (702) 229-4700
Fax: (702) 382-2309

APPEARANCE **Hearing Request Instructions**

1. Fill out attached form **completely and with ALL evidence included.**
2. **ONLY** the Registered Owner can apply for the Hearing Request on your behalf with the exception of Rental Car Agencies as long as the contract stipulates you are responsible for all violations while operating their vehicle.
3. **If you choose to appear in front of the Hearing Officer, you must bring the form to the office in person to schedule a date and time to: City Hall, 495 South Main Street, 4th Floor. To avoid a trip downtown, a non-appearance hearing request can be submitted via the internet at www.lasvegasnevada.gov/parking**
4. Once the forms are received, your citation will be placed on hold and be reviewed by the Hearing Officer.
5. Once you appear for your hearing, you will receive documentation at the hearing and if a balance is due, you will have **30 days** from the date your case was heard to secure payment in full.
6. Failure to pay within a **30 day** period may result in an increase to your citation due to penalties accruing and/or the Hearing Officer's decision reversed.
7. Payment can be made by mail or via internet at: www.lasvegasnevada.gov/parking

Hearing Confirmation

For Office Use Only

Name: _____

Clerk: _____

Hearing Date: _____

Time: _____

Infraction(s) _____

License Plate: _____

CITY OF LAS VEGAS - MUNICIPAL PARKING PROGRAM
H E A R I N G O F F I C E R R E Q U E S T

I, _____, hereby request a binding hearing in the nature of arbitration or alternative dispute resolution before a hearing officer.

My Address is _____

I request this hearing involve Notice of Infraction Number(s) (Citation Numbers):

License Plate #:		

I understand that the Hearing Officer is an attorney and not an elected or appointed judge.

I understand that I am agreeing to be bound by the decision of the Hearing Officer. I understand and agree that, if necessary, due to my lack of timely payment, the City of Las Vegas can and may use this binding decision to have a formal civil judgment entered against me in the Las Vegas Municipal Court.

I understand that if I fail to appear for the scheduled hearing before the Hearing Officer without first obtaining a continuance of such hearing, the Hearing Officer may enter a decision against me for the full amount and penalties scheduled to be reviewed. Only one continuance will be allowed and must be requested prior to your hearing date.

I understand that if a civil judgment is obtained, the city may seek and obtain a Writ of Execution against me. I understand that if a Writ of Execution is obtained, my wages and/or bank account may be garnished, liens may be put on my property, and my vehicle(s) may be towed or immobilized.

Knowing all of the above, I still wish to request a binding hearing before the Hearing Officer on the above-described Notice of Infraction(s).

I hereby acknowledge the above and further acknowledge that at my request the Hearings Officer will review my written explanation and come to a decision.

	Or	
<i>Phone Number</i>		<i>Alternate Phone Number</i>
<i>Registered Owner (Please Sign)</i>		<i>Date</i>

**CITY OF LAS VEGAS
MUNICIPAL PARKING PROGRAM**

Name: _____

Defense for Original Fine: Please explain in **full detail** the reason you want to contest this ticket. (Check One)

- | | |
|--|---|
| <input type="checkbox"/> Vehicle Breakdown | <input type="checkbox"/> Sold Vehicle |
| <input type="checkbox"/> Medical Emergency | <input type="checkbox"/> Inadequate Signs or Curb Paint |
| <input type="checkbox"/> Did Not Receive Ticket on the Vehicle | <input type="checkbox"/> Financial hardship (provide proof) |
| <input type="checkbox"/> Other | |

Defense for any accrued Penalties: Please explain in **full detail** the reason why any late fees accrued and the citation was not paid or contested within 30 days of issuance.

***PROVIDE ALL EVIDENCE WHEN SUBMITTING THE HEARING REQUEST FORM, UNLESS YOU ARE APPEARING IN PERSON AT A HEARING.**

Return this form to:

City of Las Vegas
Department of Finance
Parking & Hearings Office
495 South Main Street, 4th Floor, Las Vegas, NV 89101
(702) 229-4700 (Main) (702) 382-2309 (Fax)