

**City of Janesville**  
**Request to Review Parking Citation**  
**STOP!!! READ BEFORE COMPLETING THIS FORM.**

Fill this form out **only** if you feel the citation was **issued in error**. If your vehicle was illegally parked, then your request **will be denied**. Examples of citations issued in error are; vehicles that exempted by state statute, vehicles that are illegally parked due to a documented medical emergency, or you have previously notified the Janesville Police Department of a vehicle breakdown.

**You may not fill out this form if:**

- You have received a Final Notice.
- You have been notified by the Wisconsin Department of Transportation that your vehicle registration has been suspended.

**If you have received a FINAL NOTICE, you must:**

- 1) **Pay** the amount shown on the FINAL NOTICE; OR
- 2) **Request a Court date** to contest the citation by coming to the Janesville Police Department. The parking ticket will be reissued with a Uniform Traffic Citation. The Citation will include Court costs that will increase the fine amount. These costs cannot be removed once the citation is issued. If you do not prevail in court, then you will be responsible for these costs.

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Complete this Section: **PLEASE PRINT (FIELDS 1-7 ARE MANDATORY!)**

1. Name \_\_\_\_\_ 2. Phone: Home \_\_\_\_\_  
 3. Address \_\_\_\_\_ 4. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 5. License Plate No. \_\_\_\_\_ 6. Parking Citation No. \_\_\_\_\_ 7. Date of Citation \_\_\_\_\_

Reason you feel citation was issued in error: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Continue on back if necessary)

Signature \_\_\_\_\_

YOU ARE REMINDED THAT ANY UNPAID PARKING CITATIONS WILL BE SUBMITTED TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION AND YOUR VEHICLE REGISTRATION WILL BE SUSPENDED UNTIL THE MATTER IS RESOLVED. ANY CAR WITH SUSPENDED REGISTRATION MAY BE IMPOUNDED AND/OR THE OPERATOR TICKETED.

|  |                    |  |
|--|--------------------|--|
| <b>Office Use Only</b>   | <b>(If denied)</b> | AMOUNT DUE \$ _____ (MUST BE PAID WITHIN 10 DAYS.) |
| <b>Voided:</b> Due to error or justifiable circumstances – No Money Owed.                              |                    |  |
| <b>Denied:</b> Final Notification date has passed (see #1 & 2 above)                                   |                    |  |
| <b>Denied:</b> Vehicle was illegally parked and/or explanation does not justify dismissing the ticket. |                    |  |
| IF YOU DO NOT AGREE WITH THIS DECISION, THEN YOU MAY REQUEST A COURT DATE (See Above)                  |                    |  |
| Date of Review _____ / _____ / _____   |                    | Signature of Reviewer _____                        |