



VILLAGE OF BARTLETT
REQUEST FOR PARKING CITATION REVIEW
(ONLY FOR USE IF WITHIN 10 DAY PAY PERIOD)



PARKING TICKET# \_\_\_\_\_ CITATION ISSUE DATE: \_\_\_\_\_

This is a request for review of a local ordinance citation and does not mean the citation will be voided or not processed in the event my request is denied. I have indicated below the circumstances I feel should be brought to the attention of the officer and I am requesting this citation be voided based on those circumstances.

COMPLAINANT MUST RETAIN THE CITATION DURING THE REVIEW PROCESS

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICER'S STAR # \_\_\_\_\_ VIOLATION \_\_\_\_\_

COMPLAINANT'S STATEMENT OF CIRCUMSTANCES (USE REVERSE IF NEEDED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE X \_\_\_\_\_ DATE X \_\_\_\_\_

RECORDS: PLACED IMMEDIATELY IN REVIEW BY: # \_\_\_\_\_ ORIGINAL TKT REQUESTED BY: : # \_\_\_\_\_ LOGGED BY: # \_\_\_\_\_ OCCURRENCE [ ] DECISIONS LOGGED BY: # \_\_\_\_\_ EMAIL/MAIL SENT BY: # \_\_\_\_\_ PACKET BACK TO VILLAGE BY: # \_\_\_\_\_ L A HEARING DB UPDATED BY: # \_\_\_\_\_ L A HEARING FINDINGS UPDATE BY: # \_\_\_\_\_

\_\_\_\_ CITATION MAY BE VOIDED BASED ON THE CIRCUMSTANCES

\_\_\_\_ CITATION TO REMAIN IN FORCE, REQUIRING PAYMENT OR COURT APPEARANCE

OFFICER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICER'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your request for review has been completed and the final disposition is indicated below:

\_\_\_\_ Request has been approved and the CITATION WILL BE VOIDED.

\_\_\_\_ CITATION TO REMAIN IN FORCE requiring full payment within 10 days of the date below OR you may request a Local Adjudication Hearing appearance below.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Chief of Police

PLEASE CHECK BELOW & EMAIL REQUEST TO pseverson@vbartlett.org FOR A HEARING DATE:

\_\_\_\_ I request a LOCAL ADJUDICATION HEARING held at the Village of Bartlett Council Chambers, 228 S. Main Street, Bartlett, IL 60103. Upon receipt of a request you will be scheduled for the next hearing date.

TO: \_\_\_\_\_

Citation # P \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_