

Preparing for a Hearing

Whether your hearing is in-person, by mail, or online, take the following steps to improve your chances for a successful outcome:

- Be prepared. Read the entire section of law you were cited for and gather as much evidence as you can.
- Be persuasive. Present thorough and credible evidence. Use photos, written statements, and satellite imagery to support your case.
- Be professional. Write an honest defense statement and consider getting any witness statements notarized.

For specific tips on preparing for a hearing, visit www.nyc.gov/parkingadvocate.

If you are found guilty, you can appeal within 30 days of the decision date. To appeal:

- Consider paying the ticket to avoid further penalties. If you win your appeal, your payment will be refunded.
- Prepare your defense. Gather all evidence and explain in your defense statement why the judge's decision was incorrect. You may be able to submit additional evidence related to your original defense that was not available at the time of your original hearing.
- Provide detailed information in your defense statement. Short and incomplete explanations are not persuasive.
- Write your complete statement on a separate sheet of paper to provide details.
- Use your facts and the language in the law to explain why you believe the judge's decision was wrong.
- Contact the NYC Office of the Parking Summons Advocate for help avoiding common mistakes.

If your appeal is unsuccessful, you will have four months from the appeal decision date to file an Article 78 appeal with the New York State Supreme Court.

Contacting the NYC Office of the Parking Summons Advocate

The Office of the Parking Summons Advocate is an independent office within the Department of Finance. Our mission is to:

- Assist the public with parking or camera summons issues and complaints.
- Act as an intermediary between members of the public, the Department of Finance, and other city agencies involved in the parking summons process.
- Inform the public about parking summons regulations and related Department of Finance policies.
- Identify, report, and help solve systemic problems in the parking summons process.

You can request assistance from the Parking Summons Advocate before disputing your summons with the Department of Finance.

Submitting a request or receiving assistance from the Parking Summons Advocate does not give you more time to pay or dispute your ticket. You must still comply with all of the deadlines listed on your ticket or provided by law.

In-person help is available.
Visit www.nyc.gov/parkingadvocate for dates and locations.
More information at www.nyc.gov/parkingadvocate.
You may also call 311 for assistance.

If due to a disability you need an accommodation in order to apply for and receive a service or participate in a program offered by the Department of Finance, please contact the Disability Service Facilitator at www.nyc.gov/contactdofeeo or by calling 311.



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A Guide to Paying or Disputing Parking Violations

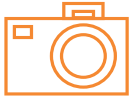


OFFICE OF THE
**PARKING SUMMONS
ADVOCATE**

What to Do When You Get a Parking Ticket

BEFORE YOU MOVE YOUR CAR:

- Read your ticket.
- Gather evidence.



Take photos

Document the scene from corner to corner. Show street names, the building address where your ticket was issued, and anything referenced in your ticket (signs, meters, stickers or plates, etc).



Measure distances

If your ticket references distances, measure them. Use whatever you have—a tape measure, your shoes, the sidewalk grid, etc.



Talk to witnesses

If there are witnesses, get their contact information and ask if they would be willing to make notarized statements on your behalf.

AFTER YOU GET HOME:

- Look up the law that you have been charged with violating.
- Visit www.nyc.gov/parkingadvocate for more information about parking violations.
- Decide whether to pay or dispute your ticket.
- Collect online map and satellite imagery to supplement the photographic evidence you gathered at the scene.
- If paying your ticket by mail, be sure to allow enough time for your mail to be received and your check processed in order to avoid automatic lateness penalties.

Consider These Tips Before Parking

- Read both sides of all signs on the side of the block where you are parked.
- Signs are enforceable from the sign pole, in the direction of the indicated arrow, to the next sign pole or to the next corner.
- When you encounter conflicting signs regulating an area, follow the one that is most restrictive. Be sure to take photos of the entire block showing the conflicting signs.
- Don't straddle a parking sign pole if you are prohibited from parking on either side of the pole. If any part of your car is past the pole you may be ticketed.
- You may not park within 15 feet of a fire hydrant, in any direction.
- If you have a temporary registration, remember to display it on your dashboard and leave the expired sticker on the windshield until you replace it with the new registration sticker.
- When using the ParkMobile app, be sure to accurately enter the zone you are parked in. You may not pay for one zone while parked in another.
- If parking in a broken meter zone, be sure to attempt all forms of payment at all machines in the same zone where you are parked.
- When parking near crosswalks or pedestrian ramps, be sure that absolutely no part of your car touches any part of the crosswalk line or blocks any part of the ramp.
- If your car becomes disabled and you are forced to park it illegally, you must get it towed or fixed immediately.

How to Dispute Your Parking Ticket

1. Read Your Ticket Carefully

If any information is illegible, inaccurate, or missing, note this in your defense. Pay especially close attention to handwritten tickets.

If you are disputing a camera violation, go to the web address printed on the ticket to review the video/images of the violation and the charges against you.

2. Gather Your Evidence

Assemble photos and videos from the scene, notarized witness statements, maps and satellite printouts, and anything else that will help your case.

3. Prepare Your Defense

Write a detailed defense statement summarizing your case.

Ignoring the ticket will cost you

