

VILLAGE OF HANOVER PARK – REQUEST FOR HEARING FORM WITHOUT PERSONALLY APPEARING & WAIVING THE RIGHT TO PERSONALLY APPEAR (SECTION 62-20-012)

**ADMINISTRATIVE CORRESPONDENCE BY US MAIL
STANDING | PARKING | MOTOR VEHICLE COMPLIANCE REGULATION VIOLATIONS**

Persons or entities who have been served vehicular standing, parking, or compliance regulation violation notice(s) pursuant to Chapter 62 of the Hanover Park Municipal Code have the right to contest the alleged violation on its merits in person or may contest the validity without personally appearing at an administrative hearing by filing this request form. The request for hearing form without personally appearing shall be deemed filed upon receipt by the traffic compliance administrator.

This form must be completed in full with all requested information including a certified statement of facts specifying the grounds for challenging the violation notice. The request, which includes a waiver of rights to personally appear, will be adjudicated upon proof by a preponderance of evidence by the Hearing Officer at the scheduled Administrative Hearing date which appears on your violation notice. You may include any supporting documents or photos to support your claim. Return this form along with any other documents and evidence to support your claim to:

Village of Hanover Park
Attn: Police Dept Court Services Coordinator
2011 Lake Street
Hanover Park, IL 60133

The “Request for Hearing” without personal appearance must be fully completed and returned to the police department and postmarked within 10 days of issuance of the violation notice.

Citation Number: Date of Violation:
(Only 1 Citation per request)

Time of Violation: Location:

Vehicle Registration: Vehicle Info:
(License Plate) (Make) (Model) (Year)

Hearing Date on Notice:

Full Name of Registered Owner/Entity:

Address of Registered Owner/Entity:

City: State: Zip:

Phone Number:

You may call the police department's court services coordinator at 630-823-5531 to confirm your request for hearing form without personally appearing was received by the police department.

Defenses to Violations are:

1. That the respondent was not the owner or lessee of the cited vehicle at the time of the violation.
2. That the cited vehicle or its state registration plates were stolen at the time the violation occurred. **(Proof must be submitted)**
3. That the facts alleged in the parking or compliance violation notice are inconsistent or do not support a finding that the specified code section was violated.
4. That the illegal condition described in the compliance violation did not exist at the time the notice was issued.

STATEMENT OF FACTS

I acknowledge that my right of personal appearance is waived and that I am submitting to adjudication based upon the certified statement filed by me and that the facts contained in the violation notice. **You may include other documentation and evidence to support your claim.**

Under penalties as provided by law for false certification pursuant to 735 ILCS 5/1-109 of the Code of Civil Procedures and Perjury, the undersigned certifies that the statements set forth in the instrument are true and correct.

Signature

Date

Name Printed