



Office of Campus Security  
9200 Valley View Street • Cypress, CA 90630 • Phone (714) 484-7088

### Administrative Hearing Request (Second Appeal)

You are eligible to request an administrative hearing if both of the following apply:

- ✓ Your initial citation appeal was submitted within the required time of twenty one days.
- ✓ Your initial appeal was denied by the Director of Campus Safety.

The hearing is conducted with a representative from the Los Angeles County Bar Association. This neutral third party will hear your case and make a final decision regarding your citation.

To schedule an appointment to appear before the administrative hearing officer:

- 1) Fill out this form and mail it within 21 calender days of the initial appeal review completion date (shown on your 1st appeal initial review receipt).
- 2) Send a check or money order for the full fine amount along with the form.

Send to: Cypress College  
C/O Parking Citation Services Center  
P.O. Box 11923  
Santa Ana, CA 92711

You will be notified of your scheduled hearing appointment by phone or mail within Ninety (90) days after receipt of this form and payment of the citation.

Citation #: \_\_\_\_\_ License Plate or VIN #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

**\*\* Please Note:** In order to arrange a hearing, the citation fine must be submitted with this request form within 21 calender days of the review completion date of your 1<sup>st</sup> appeal. If the hearing officer dismisses your citation, the full fine amount will be refunded.

#### For office use only

Citation #: _____	Citation Date: _____	Appeal Review Date: _____	<input type="checkbox"/> Online	<input type="checkbox"/> FAX	
Citation Payment Date: _____	Amount Paid: _____	Fee Waiver <input type="checkbox"/>	Citation <input type="checkbox"/>	Photos <input type="checkbox"/>	Time: _____
<input type="checkbox"/> Mailed <input type="checkbox"/> Other					