



**REQUEST FOR APPEAL OF THE
ISSUANCE OF A PARKING CITATION**

If you want to appeal the issuance of a parking citation, you must fill out and sign this request form within 15 calendar days of the date printed on the front of the citation. The signed request may be mailed to Parking Appeal, 25 West Market Street, Leesburg VA 20176 or hand delivered to the Department of Finance, Town Hall, 25 West Market Street, Leesburg VA 20176 (Monday through Friday 8:30am until 5pm excluding holidays)

Upon receipt of a signed appeal form, the town will review and cause a summons to be issued for you to appear in Loudoun General District Court for a hearing. Appealing a parking ticket does not waive court costs. The summons will contain information regarding the date, time and place your appeal will be heard by the court.

Please provide all the information requested below and attach a copy of the citation; but do not send the original citation with this request.

Name _____

Mailing Address _____

Make, Model and Color _____

Plate # and State _____ License Expiration _____

Date and Time of Citation _____ Location _____

Ticket # _____ Officer _____

Violation _____

Reason for Appeal _____

Please attach a copy of your driver's license or provide the following information:

Race _____ Sex _____ Birth Date _____ Height _____ Weight _____

Eye Color _____ Hair Color _____ Driver's License # or Social Security # _____

I hereby appeal the issuance of the parking citation described above.

Signature

Date

Telephone #