



READING PARKING AUTHORITY

Parking Violation Appeal Form

Administrative Review



FIRST STEP

Name:		Date:	
Address:		Issue date:	
City/ State/ Zip:		Location:	
Phone		Meter number:	
Email address:		Issuing Officer:	
License Plate #		Citation number:	
Reason for appeal:			
****DO NOT WRITE BELOW THIS LINE-READING PARKING AUTHORITY USE ONLY****			
Date:	PEO Supervisor:	<input type="checkbox"/> Valid	Date:
Received by:		<input type="checkbox"/> Dismissed	
Comments:			

If you wish to appeal the decision of the PEO Supervisor, please proceed with the second step of the appeal process below within (10) days of this notice and return to the Reading Parking Authority.

SECOND STEP Administrative Hearing

I wish to appeal the decision of the PEO Supervisor with an Independent Hearing Officer.			
Signature:		Date:	
<i>In order to schedule the hearing, you will be required to post a collateral payment in the amount of your citation (ticket) AND a five (5) dollars administrative fee. If the Independent hearing officer dismisses the citation your collateral payment and administrative fee will be refunded within thirty (30) days.</i>			
****DO NOT WRITE BELOW THIS LINE-READING PARKING AUTHORITY USE ONLY****			
Hearing Date:			
Decision:	<input type="checkbox"/> Appeal Granted	<input type="checkbox"/> Appeal Denied	<input type="checkbox"/> Continued
Comments:			

If the appeal is denied at the second step, Individuals will receive in writing his/her right to appeal the denial of his/her appeal to the Berks County Court of Common Pleas, 633 Court Street, Reading, PA, within 30 days of the independent hearing officer's determination. Any and all costs associated with the filing of an appeal in the Berks County Court of Common Pleas shall be the responsibility of the person or entity filing said appeal. If the Berks County Court of Common Pleas denies the appeal, the owner shall thereafter from the date judgment is entered, be assessed interest, costs and penalties as may be set forth pursuant to the schedule of fees of the Code of Ordinances of the City of Reading.