



IMPORTANT INFORMATION ABOUT HEARINGS

You recently appealed a parking violation you received from the Reading Parking Authority. The Parking Enforcement Supervisor has reviewed your appeal and determined the ticket to be valid. You have now been scheduled for an appeal hearing with the Independent Hearing Officer at the date and time on the enclosed hearing notice.

HEARING LOCATION: Reading Parking Authority; 613 Franklin St; Reading, PA 19602

Before seeing the hearing officer, you are required to pay a bond in the amount of the ticket plus a \$5.00 administrative fee. The amount of the ticket is the amount due at the time you filed the appeal request, including the late fee if applicable. Please be prepared to pay with a credit card or cash. *Checks and money orders will not be accepted.*

If your appeal is granted, you will receive a refund in the amount of the ticket plus the administrative fee by check in the mail in 10 – 14 business days.

Please park in the South Penn garage located next to the administrative office. We will provide a voucher so you do not need to pay for parking when you exit the garage.

AUTOMATIC DENIAL OF APPEAL

Your appeal will be automatically denied if:

- You do not arrive for your scheduled date and time.
- You arrive more than 5 minutes after your scheduled hearing time.
- You fail to adhere to the COVID-19 procedures listed below.

NOTE: Hearings will not be rescheduled.

COVID-19 PROCEDURES

Please adhere to the following rules established to help prevent the spread of the coronavirus:

- **Masks:** Must be worn at all times while at the RPA. You must provide your own mask.
- **Arrival:** Please arrive no more than 5 minutes before your scheduled hearing time.
- **Wait Time:** If you arrive more than 5 minutes early, you will be asked to wait in your car.
- **Physical Distancing:** Guidelines must be followed the entire time you are on RPA property.
- **Companion:** You may bring no more than one additional person to the hearing with you.
- **Cell Phone:** If hearings are running late, you will be asked to provide a cell phone number and will be called when it is time to report to the office.

Sincerely,
The Reading Parking Authority team

October 2020

613 Franklin Street; Reading, PA 19602 | 610-655-6166 | ReadingParking.com