

Citation Appeal Policy

Purpose

This policy defines how a UW-Madison parking citation may be appealed when someone who receives a citation believes they should not have received the citation, or there were special circumstances that should be considered.

Definitions

Valid Appeal: an appeal that meets all of the requirements of this policy.

Cash Bond: a security deposit in the amount of the citation must be submitted with an appeal.

Dismissed citation: deciding through administrative review a citation is without merit.

Upheld citation: deciding through administrative review a citation has merit and should be upheld and paid.

Impounding a vehicle: holding a vehicle until payment is received.

Policy

- Appeal requirements:
 1. Citation appeals can be submitted online at transportation.wisc.edu. A paper form can be obtained at any Transportation Services office.
 2. A bond payment (in the amount of the citation) must be submitted online; MasterCard or VISA accepted.
 3. Citation customers with a valid UW Wiscard/UW Health ID or affiliate ID may submit the appeal without bond payment.
 4. All appeals must be received no later than 10 calendar days after the date the citation was issued to qualify as a valid appeal.
 5. An appeal received after 10 calendar days is late and the citation will be upheld.
- An administrative review of a citation will be completed within 30 days of receipt of a valid appeal. If the citation is dismissed, the bond amount will be returned. If the citation is upheld, the bond amount will be forfeited as payment of the citation.
- Citation customers may submit an appeal for a second level review if their first appeal is upheld after administrative review. A request for a second level review will be accepted if it is received within 10 days of the administrative review decision. All second level appeals must include additional evidence that was not included in the first appeal. **All second level appeals must include the bond payment.**

Restrictions

Citations will be upheld if any of the following reasons are the basis for the appeal:

- Couldn't find a legal parking space.
- Didn't know policies or regulations.
- Didn't see posted restrictions.
- Couldn't find a convenient parking space.
- Had four-way flashers on.

- Didn't have money or change.
- Didn't have enough time to park properly.
- Just "dropping off" or "standing" for a short time.
- Will never do it again.
- Left a note.

Related References

- Citation appeals located at transportation.wisc.edu
- Citation Policy
- Payment/Refund/Cancellation Policy

Policy Revisions:

Policy Number	TS-52
Date Approved	3/2004
Revision Dates	<p>3/2007 – Online appeals</p> <p>5/2011 – Citation customers with UWID exempt from bond payment requirement.</p> <p>3/2012 – Allow a 2nd level administrative review of appeals that denied.</p> <p>12/2017 – Upper level appeals no longer go to court proceedings.</p>