



SPD127B rev. 07/05

SHEBOYGAN POLICE DEPARTMENT

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NEWS RELEASE

Change in Procedure to Contest a Parking Ticket

FOR IMMEDIATE RELEASE:

DATE: 03-24-2017

FOR MORE INFORMATION, CONTACT

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CASE NO. N/A

The City of Sheboygan will be updating its procedure to contest a parking ticket effective April 1, 2017. After reviewing the common practice in the surrounding communities and speaking with citizens who desire to contest their citation, the City will now allow individuals to submit a paper form to contest their parking ticket. This form takes the place of requiring a pre-trial conference meeting in person.

The City of Sheboygan Application for Administrative Review of Parking Citation(s) form will be available online and in person at the Sheboygan Police Department. The person desiring to contest their ticket would state the reasons on the form and return it to the Sheboygan Police Department. The Sheboygan Police Department will no longer fill out the forms over the phone and they must be done in writing.

The City Attorney's Office will then review each of the review forms and respond, in writing, to each person. If the contester is unsatisfied with the response, they can then request a trial on their parking ticket in the Sheboygan/Kohler Municipal Court.

We hope this change will aid both the Sheboygan Police Department and the City Attorney's office in providing accurate and timely responses to parking ticket contestations without the added delay of an in-person pre-trial conference meeting.