ONE City Our CITY — RICHMOND VIRGINIA

CONTESTED PARKING CITATION

YOU MAY *NOT* PAY THE CITY OF RICHMOND FOR PARKING TICKET(S) FOR WHICH YOU HAVE SCHEDULED A TRAFFIC COURT HEARING, NOR CAN YOU CONTEST A PARKING TICKET ONCE IT HAS BEEN PAID, EXCEPT WHERE PAYMENT OF THE TOWING CHARGE IS REQUIRED TO OBTAIN RELEASE OF THE VEHICLE. TO CHANGE THE COURT DATE OR PAY THE TICKET, CONTACT THE CLERK OF GENERAL DISTRICT COURT, TRAFFIC DIVISION AT (804) 646-6431.

INSTRUCTIONS FOR CONTESTING PARKING CITATIONS

1. You must appear in the General District Court, Traffic Division, 2nd Floor, 400 N. 9th Street on _____, at _____ ☐ a.m. / ☐ p.m.
2. If you fail to appear, an order to show cause why you should not be found guilty of contempt of court for your failure to appear can be issued against you; or you can be tried in your absence or both.
3. ***Section 16.1-69.48:1 & 17.1-281 of the Code of Virginia provides that if you are found guilty, you will have to pay court costs of $57.00 in addition to the fine imposed by the judge. If you are tried in your absence and found guilty, you will be penalized an additional $20.00 court cost. If you decide to withdraw your appeal prior to the scheduled court date, the contested ticket(s), plus a $57.00 court fee, must be paid directly to the Richmond Traffic Court.***

I have read and fully understand the above.

_____ _____
SIGNATURE DATE

DRIVER'S LICENSE NO. _____

NAME | DATE CONTESTED

STREET ADDRESS | CITY | STATE | ZIP

FOR COURT USE

TICKET NO.: $ ISSUE DATE

VIOLATION | LICENSE NO. | STATE

METER NO. | MAKE | CODE

LOCATION

TICKET NO.: $ ISSUE DATE

VIOLATION | LICENSE NO. | STATE

METER NO. | MAKE | CODE

LOCATION

TICKET NO.: $ ISSUE DATE

VIOLATION | LICENSE NO. | STATE

METER NO. | MAKE | CODE

LOCATION

DISPOSITION:

☐ GUILTY ☐ EXCUSED

_____ _____
SIGNATURE OF JUDGE DATE

NOTE: PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT ARE NOT PERMITTED IN THE COURTHOUSE.

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