

Citation Appeal Policy

Purpose

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

Definitions

Valid Appeal is defined as an appeal that meets all of the requirements of this policy.

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

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

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

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

Policy

- Appeal requirements:
 1. Citation appeals must be submitted online at www.wisc.edu/trans.
 2. A cash bond (in the amount of the citation) or payment must be submitted online with the appeal; MasterCard or VISA accepted.
 3. All appeals must be received no later than 7 calendar days after the date the citation was issued to qualify as a valid appeal.
 4. An appeal received after 7 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 upheld, the bond amount will be forfeited as payment of the citation. If the citation is dismissed, the bond amount will be returned.
 - Citations that are upheld at the administrative review may be appealed to Dane County Municipal Traffic Court (DCMTC) by requesting an available court date at the UW Transportation Services Office. Requests to appeal the administrative review to DCMTC must be submitted within 10 calendar days from the date of the review. Citations appealed to DCMTC are upheld or dismissed at the DCMTC hearing. The bond will be forfeited if the citation is upheld or the bond amount will be returned if the citation is dismissed.
 - DCMTC appeals may be rescheduled for good cause if the request to reschedule is received prior to the hearing and approved by UW Transportation Services.
 - Failure to appear for a DCMTC hearing will result in upholding the citation, forfeiture of any bond, assessment of court costs, forfeiture of parking privileges, or other collection and enforcement actions including towing and impounding vehicles.
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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.

Related References

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

Policy Revisions:

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