



## Challenging a Parking Violation

- I. If you wish to challenge a City of St. Helena parking violation, you must:
- A. Notify the department by mail, telephone, or in person, with a plea including an explanation of the reason for challenging the parking violation. The law mandates this must be done within 21 days of the date of the “Notice of Parking Violation” or within 10 days of the date the “Delinquent Notice of Parking Violation” was mailed.

The results of this Initial Review will be mailed to you.

**If you do not respond within the time limits indicated above, you will not be able to challenge the parking violation and must pay the penalty with no other recourse available to you.** (Reference California Vehicle Code Section 40200.7)

- II. If you are not satisfied with the results of the Initial Review, you must:
- A. Within 15 days of the date the results of the Initial Review were mailed, deposit the amount of the fine with the St. Helena Police Dept. , and request an Administrative Review Hearing before a Hearing Officer. This may be done in person or by mail.

**If you do not request an Administrative Review Hearing within 15 days of the date the Initial Review was mailed, the results of the Initial Review becomes FINAL.** (Reference California Vehicle Code Section 40200.7)

- III. If you are not satisfied with the results of the Administrative Review Hearing, you must:
- A. Within 20 days of the date the Administrative Hearing Disposition Form was mailed or presented to you, seek a review by filing a “Notice of Appeal” to the Napa County Municipal Court, 1125 3<sup>rd</sup> Street, Napa, CA 94559. The fee for filing the “Notice of Appeal” is \$25.
  - B. You must serve a copy of the “Notice of Appeal” in person or by first-class mail, upon the issuing agency.

**If a “Notice of Appeal” is not filed within 20 days of the date the Administrative Hearing Disposition was mailed or presented to you, the results of the Administrative Review Hearing become FINAL.** (Reference California Vehicle Code Section 40200.7)