

# Citation Appeal

## Definition and Purpose

If an individual is issued a citation for a campus parking violation, he/she has the right to appeal if they believe that the citation was not warranted. This document defines how a PTS parking citation may be appealed.

## Rules and Regulations

- Citation Appeals requirements:
  1. All citation appeals must be submitted online at: <https://pts.gatech.edu/enforcement-citations>.
  2. All appeals must be received no later than ten (10) calendar days after the date the citation was issued to qualify as a valid appeal.
  3. If a citation is not appealed within ten (10) calendar days of its issuance, the appellant forfeits their right to appeal and the citation will be upheld. The citation will be considered delinquent and will accrue a five dollar (\$5) late fee.
  4. Appellants may provide documentation to support their appeal, such as pictures, receipts, and statements. All documentation should be included when submitting the appeal through <https://driverseat.pts.gatech.edu> or submitted to the appeals board via [support@pts.gatech.edu](mailto:support@pts.gatech.edu) with the citation number referenced in the email subject line.
- Citation appeals are read within fourteen (14) calendar days of submission. These times may vary due to Institute holidays.
- After review, the appellant will receive an email notification from PTS regarding the appeals board decision and disposition of the appealed citation.

## Disposition of Appeals

- Appealed citations will receive one of the following dispositions:
  1. **Upheld citation** – The appeals board agrees with the citation, fine and violation. The citation fine is due in full.
  2. **Dismissed citation** – The appeals board decides through the appeals process that a citation is without merit and disagrees with the citation, fine or violation. The citation will be dismissed, and the fine is canceled.
  3. **Upheld citation/Reduced Fine** – The appeals board agrees with the citation and violation but disagrees with the fine amount. The fine may be reduced up to 50% of the original fine amount.

## 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 signs or restrictions.
- Couldn't find a convenient parking space.
- Had four-way flashers on.

- Didn't have money or change
- Inability to pay fine
- Didn't have enough time to park properly
- Just "dropping off" or "standing" for a short time
- Late for class or an appointment
- Inclement weather
- Someone other than a PTS employee gave permission to park
- Will never do it again
- No citation was left on my vehicle
- First-time Offender citation was issued (an appeal for dismissal or further reduction will not be granted unless new supporting evidence is submitted at the time of appeal).

**References:**

Annual Individual Parking Permit

Annual Carpool Parking Permit

Citations

<b>Effective Date</b>	November 8, 2012
<b>Last Revised</b>	July 15, 2021
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