



DISPUTE CITATION

ADMINISTRATIVE ADJUDICATION HEARING WRITTEN EVIDENCE SUBMISSION FORM

Those who have been served with a **Village of Pingree Grove Ordinance Violation Notice** for vehicular standing, or parking, or an ordinance violation(s), may contest the alleged violation(s) on its merits:

1. **In Person** – attend an Administrative Adjudication Hearing on the date and time indicated on the citation(s); or,
2. **In Writing** – to contest the citation in writing and without having to appear in-person at the scheduled Adjudication Hearing, complete this *Written Evidence Submission Form* and submit to the Pingree Grove Police Department. Written disputes must be received prior to the hearing date. Citations that indicate a “**MUST APPEAR**” are ineligible for written disputes.

If you choose to contest the violation(s) in writing, complete this **Written Evidence Submission Form** in its entirety, include any documentation or photos that you would like to have considered to support your defense, and return in person, by mail or email to:

Pingree Grove Police Department
Attn: Adjudication Hearing Officer
One Police Plaza
Pingree Grove, IL 60140
info@pingreepolice.org

The Adjudication Hearing Officer will review and adjudicate your written request at the scheduled Administrative Adjudication Hearing date that appears directly on your issued violation notice.

By contesting your violation, you are subject to Village Code 1-11-9-F which states, “If a Defendant is determined to be liable in a judgment issued by a Hearing Officer, such Defendant shall pay to the Village an administrative hearing fee of up to fifty dollars (\$50.00), in addition to any other amounts owed to the Village as penalties for ordinance violations.”

WRITTEN EVIDENCE - COMPLETE ALL INFORMATION

Citation Number:		*Hearing Date:	
<p>*If MUST APPEAR is indicated on your violation citation, STOP, you are ineligible to contest in writing and must appear in person at the Adjudication Hearing Date indicated on your citation.</p>			
Full Name:			
Address:			

City/State/Zip:			
Phone:		Email:	
Violation Location:			
WRITTEN STATEMENT OF DEFENSE IN CONTESTING THE ALLEGED VIOLATION (use a separate sheet if needed)			

ACKNOWLEDGEMENT

I acknowledge that by completing and submitting this Written Evidence Submission Form, my need for an in-person appearance at the assigned Adjudication Hearing date is waived, and that I am submitting to the Adjudication Hearing Officer a written statement of defense made by me and the facts contained in the issued citation.

I am also including (please check) supporting documents photos as part of my evidence submission and understand that they will be made part of the record and not returned to me.

Under penalties as provided by law for false certification pursuant to 735 ILCS 5/1-109 of the Code of Civil Procedures and Perjury, the undersigned certifies that the statements set forth in the instrument are true and correct.

Printed Name:			
Signature: (Use Ink)		Date Signed:	

FOR VILLAGE USE ONLY					
DATE RECEIVED:			Mail	Email	RECEIVED BY:
Supporting Documents Included?		Yes No		Photos Included?	