



CITY OF PHILADELPHIA

Bureau of Administrative Adjudication

Statement of Rights and Responsibilities

In accordance with Chapter 12-2800 of the Philadelphia Code (Traffic Code), you, by signing below and by submission of written testimony and evidence, will be granted an Administrative Hearing for the adjudication of a parking violation. The hearing will be ex parte (without the parties present), and a review of your case will be conducted by a Hearing Examiner of the City's Bureau of Administrative Adjudication. The hearing will be informal and rules regarding the admissibility of evidence shall not be strictly applied. The Hearing Examiner will make his/her decision based on the evidence and written testimony presented.

Be advised that:

1. Under the law, the registered owner (except in the case of rental vehicles under certain conditions) is ultimately responsible for parking tickets. If you are not the registered owner of the vehicle involved, you must state your relationship to the registered owner and how you have the authorization of the registered owner to represent them in this matter.
2. You may contest either the violation itself or any of the late penalties. Note that fines are set by Ordinance and that the Hearing Examiner cannot reduce the amount of the fine.
3. The City bears the burden of establishing a violation. At the outset, the Hearing Examiner shall review the sufficiency of the ticket. If the original or a true copy of the ticket contains all the information required by § 12-2804 of The Philadelphia Code, including a sufficient indication of the location of the alleged violation, it is prima facie evidence that the violation occurred. This means that the ticket properly sets forth the violation and that you have the obligation to prove otherwise.
4. You may obtain the dismissal of a ticket that properly sets forth a violation by demonstrating, by a preponderance of the evidence, that the violation did not occur. "Preponderance of the evidence" means evidence that shows that the facts you seek to prove are more likely true than not. The evidence you can present includes (but is not limited to) your own testimony, records, documents, or testimony of witnesses.
5. By electing to proceed with this ex parte review, you are forgoing the opportunity for an in person hearing.
6. Should you be found liable as the outcome of the hearing and there remain an amount due, payment will be expected upon notification of the decision. Payment must be received before the thirtieth day of the entry of decision. Unless full payment is received before the thirtieth day after entry of decision, any pending late penalties will be applied as prescribed by law.
7. You have the right to appeal the decision of the Hearing Examiner to the BAA Parking Appeals Panel within 30 days of the entry of decision. An appeal of the Hearing Examiner's decision may be made by certified or registered mail, first class US Mail, by commercial delivery service or in person to City of Philadelphia BAA, 913 Filbert Street, Philadelphia, PA 19107-3117 and must be received within 30 days of the entry of decision. You are urged to track delivery of your appeal transmittal. You may either elect to appear in person or to have your appeal evaluated solely on the submission of written testimony and evidence.
8. In the event that your appeal is denied, you have the right to appeal the City's final decision to the Court of Common Pleas. Should you wish to pursue that course of action, present the final written decision to the Office of Judicial Records.

I have read the above and understand my rights and responsibilities under Chapter 12-2800 of the Philadelphia Code. I swear or affirm that the evidence and testimony that I submit herewith is true.

Date: _____ Signature: _____

Please print your name here: _____