



## Mail-In Hearing

### What is Mail Adjudication?

If you receive a parking ticket and wish to contest it, you may come to Adjudication Services and request a walk-in hearing. However, sometimes it may not be possible or convenient for you to come to Adjudication Services in person. In that event, mail adjudication may be used.

**Please carefully read the instructions below to ensure that each step is followed correctly.**

1. You must respond in writing within **30** calendar days from the date the ticket was issued to prevent your ticket fine from doubling. You must respond within **60** calendar days from the date the ticket was issued or you lose your right to contest the ticket.
2. Send the original ticket along with your written explanation.

If you “**DENY**” the infraction, you must include factual information or evidence to support your position. Your letter will take the place of an in-person hearing. We will consider your citation as valid and uphold the fine unless your defense to the citation falls within one of the following categories:

- a. You were not the registered owner or lessee of the vehicle at the time the ticket was issued;
  - b. The vehicle or its license plates were stolen at the time the ticket was issued;
  - c. The relevant signs were missing or obscured;
  - d. The relevant meter was broken or inoperable through no fault of yours;
  - e. The stipulated facts in the ticket do not support the charge;
  - f. The vehicle was suddenly mechanically disabled; provided that the vehicle was removed as soon as practicable; or
  - g. The operator suddenly needed immediate medical assistance.
3. Mail adjudication is considered a hearing. You will be notified of the decision within 6 months.

If you are not satisfied with the decision, you may appeal to the Traffic Adjudication Appeals Board. To appeal, you must pay any fines and/or penalties owed, and an appeals fee. **All fines and fees are refunded if the decision is overturned or reversed by the Appeals Board.** (See Appeals information sheet for more information).

Please send mail adjudication requests to:

**Adjudication Services  
P.O. Box 37135  
Washington, DC 20013  
Attention: Mail Adjudication**

