



VILLAGE OF BARTLETT REQUEST FOR PARKING CITATION REVIEW



**THIS FORM MUST BE COMPLETED AND MAILED OR DELIVERED TO THE BARTLETT
POLICE DEPARTMENT, 228 S. MAIN STREET, BARTLETT, IL 60103 WITHIN 10 DAYS OF
THE DUE DATE LISTED ON THE PARKING CITATION**

PARKING CITATION # _____ CITATION ISSUE DATE: _____

This is a request to have your parking citation reviewed by the Chief of Police. The citation will not be voided or not processed in the event your request is denied. Please indicate below the reason why you are requesting this citation to be reviewed and voided.

COMPLAINANT MUST RETAIN THE CITATION DURING THE REVIEW PROCESS

NAME _____ PHONE _____

EMAIL ADDRESS: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

OFFICER'S STAR # _____ VIOLATION _____

COMPLAINANT'S STATEMENT OF CIRCUMSTANCES (USE REVERSE IF NEEDED)

SIGNATURE X _____ DATE X _____

**RECORDS: PLACED IMMEDIATELY IN REVIEW BY: # _____ ORIGINAL TKT REQUESTED BY: : # _____ LOGGED BY:
_____ OCCURRENCE DECISIONS LOGGED BY: # _____ EMAIL/MAIL SENT BY: # _____ PACKET BACK TO
VILLAGE BY: # _____ L A HEARING DB UPDATED BY: # _____ L A HEARING FINDINGS UPDATE BY: # _____**

OFFICER'S COMMENTS: _____

OFFICER'S SIGNATURE _____ DATE _____

OFFICER'S RECOMMENDATION: CITATION BE DISMISSED CITATION TO REMAIN IN FORCE

Your request for review of Citation # P _____ has been completed and the final disposition is indicated below:

- _____ Request has been approved and the **CITATION WILL BE DISMISSED**
- _____ **CITATION TO REMAIN IN FORCE** requiring full payment within 10 days of the date listed below or you may request a Local Adjudication Hearing date to contest the citation in person or to contest the citation in writing.

SIGNATURE _____ DATE _____
Chief of Police

You may still request to contest the parking citation in writing or in person at a LOCAL ADJUDICATION HEARING. Please download the Request for Local Adjudication Hearing Date form at www.village.bartlett.il.us or obtain the form at the Bartlett Police Department, 228 S. Main Street, Bartlett, IL 60103. Submit the completed form to the Bartlett Police Department within 10 days of the above date.