

COD CITATION APPEAL PROCESS

A citation has been issued.

First Step of the Process

The individual may pay the citation within 21 days.

After 21 days the citation must be paid plus a \$30.00 penalty fee.

Second Step of the Process

The individual may also decide to appeal the citation.

It must be within 21 days of the issuance.

The citation appeal is online and found on the college website on the Parking Page.

If the individual appeals the citation it goes to the Director of Public Safety Department for administrative review.

This process can take up to two – three weeks.

The individual will receive notice of the status of the adjudication.

The individual can ignore the citation and after 21 days of issuance if the citation is not paid a notice is mailed to the registered owner.

The individual can still appeal after the delinquent notice is sent within 14 days of the mailing date of the letter.

The individual can ignore the delinquent notice and the citation will be placed in collections and also on DMV or Department of Motor Vehicles HOLD.

There will also be a HOLD placed on the COD account if a student or staff.

Once the determination is made whether the appeal is granted and the citation has been dismissed.

Or the citation has been denied and the penalty must be paid or the individual can request an administrative hearing within 21 days of the mailing date of the determination letter.

Third Step of the Process

They must post the total penalty amount.

The hearing is conducted by a third-party qualified hearing examiner.

Hearings are scheduled within 90 days from request date.

The individual can choose to ignore the determination letter and it will cause the citation to be placed on a Department of Motor Vehicles HOLD and if applicable a COD HOLD.

If the citation appeal is granted then a refund is issued.

If the citation appeal is denied then the individual is responsible for the \$300.00 fee plus the full citation amount.

The individual can also not appear and then the previous determination will stand with no further arbitration.

Final Step or Last Chance

The individual can request a hearing with the Superior Court within 30 days from mailing date of Hearing Disposition.

They must contact the Superior Court for Court Requests.

All additional court fees and fines are non-refundable.

If the Court grants the appeal a refund is issued.

If the Court decision is to deny the appeal, then the individual is responsible for all fees and fines.

Process Complete