**Carnegie Mellon University**

**Parking & Transportation Services**

**Appeal Procedure**

1. Payment for the citation is not required during the appeals process.
2. Only the person cited can appeal the citation.
3. All appeals must be done via our [online system](#).
4. The appeal must be submitted to Parking Services within five business days of the violation. If the deadline is not met, the appeal will not be eligible for review and the right to an appeal will be forfeited.
5. Decisions will be based on the explanation. The specific problem and remedy sought must be stated, and any circumstances supporting the appeal must be fully explained.
6. If the citation is found to be in error, Parking Services will take the appropriate action and void the citation.
7. Handicapped/Disabled parking violations, fire lane violations, driveway and yellow curb violations cannot be appealed.

**Parking Hearing Board of Appeals**

The Parking Hearing Board of Appeals was created to hear appeals from members of the campus community who received citations and were denied the initial appeal. During the year, the Parking Hearing Board of Appeals will conduct regular meetings to hear all appeals not previously settled by Parking Services. The Parking Hearing Board of Appeals is comprised of representatives from the Parking Advisory Board. The Parking Advisory Board has representatives from Faculty Senate, Staff Council, EEO/AA Office, Student Government and the Graduate Student Association.

1. Payment for the citation is not required during the appeals process.
2. Only the person cited can appeal the citation.
3. The appellant may re-appeal to the Parking Hearing Board of Appeals if the initial appeal was denied by Parking Services (the appellant must re-appeal within five business days of receiving the “Appeal Denied” notification).
4. All appeals must include the appellant's University ID number (typically the appellant’s social security number) to properly identify the account.
5. If the deadline is not met, the appeal will not be eligible for review and the right to an appeal will be forfeited.
6. Decisions will be based on the explanation. The specific problem and remedy sought must be stated and any circumstances supporting the appeal must be fully explained. Supporting documentation provided by the appellant may supplement the Parking Hearing Board of Appeals Form.
7. The appellant must attend the hearing in order for their case to be heard. Appellants may briefly state their case (five minute maximum). If appellants indicate that they will attend, agree to a scheduled time, but do not show, then the case is forfeited.
8. The identity of the appellant will be kept confidential and only known to the Parking Hearing Board of Appeals membership.
9. The Parking & Transportation Services Director will provide the decision made by the board in writing to each appellant within 14 business days of the hearing.
10. If the citation is found to be in error, the Parking Services Office will take the appropriate action and void the citation. Otherwise, the appellant is responsible for paying the citation. If appeal is denied, payment is required within five business days at one-half the fine amount. If payment is not received within the allotted time, the full amount of the fine is required.
11. The decision of the review panel is final.