

# Response to Parking Citation - Instructions

You must do one of the following options within 60 days. Failure to respond within 60 days may result in the court issuing an order for impoundment or immobilization of the cited vehicle, entering a judgment against you and imposing a fine up to the maximum amount allowed by law, assessing collection costs, and assigning the citation for collection.

## Handling Your Parking Citation

**Option 1:** The quickest way to resolve your case is to pay the full fine amount online.

**Option 2:** Visit or call the Central Courthouse or East County Courthouse to speak with a court clerk. A clerk can take a payment and assist with explaining any required documents.

**Option 3:** Complete the Response to Parking Citation form\* and submit to the Parking Citation Office; see instructions below.

## Filling Out the Response to Parking Citation Form

**Response A)** You want to pay by check and resolve the case. Simply check response A and submit the check for the full amount, if done within 30 days you should not hear anything further from the court regarding this citation.

**Response B)** You are sending in proof that you paid for your parking at the time and place you were cited and your violation is for not paying or not displaying proof of payment. For example: you are cited for 'Improper Display of Meter Receipt', because your receipt fell off the window. Simply check response **B** and enclose the valid receipt.

**Response C)** You are sending in vehicle documentation which shows you were in compliance with the offense at the time it was issued. For example: you were cited for displaying expired registration stickers or an expired parking permit, however you actually had updated registration tags or had a valid permit, but didn't have it displayed properly. Simply check response **C** and enclose copies of the valid documentation.

**Response D)** You were cited for an offense that you have since fixed. You must enclose proof. For example: Your license plate was not properly mounted, or your permit or registration tags had expired, however you corrected the problem after the citation. Simply check response **D** and enclose proof that the issue has been corrected.

**Response E)** If none of the other responses fit your situation, you feel the fine should be waived in full, you feel the citation was issued in error or you don't feel you are guilty, then you will need a court date to be assigned. Simply check response **E** and return form within 30 days.

Thank you for understanding that you are not eligible for a fine reduction for these common situations:

- ❖ You did not realize you were parking in a zone that required payment.
- ❖ You were only parked unlawfully for a few minutes and did not pay at all.
- ❖ You did not pay for enough time and were late getting back to your car.
- ❖ Citations weren't given to any other cars parked in the same area.

Mail completed form to:

Parking Citation Office  
PO BOX 78  
Portland, OR 97207

Or bring completed form into the Central Courthouse or East County Courthouse.

Once your case is decided, any balance owing will be due immediately.

The circuit court is accessible to disabled persons with 48 hours notice. For the Telecommunications Relay Service, dial 711. Déjenos saber si le podemos ayudar. Hablamos español (971-274-0590).

# Response to Parking Citation Form

Citation Number: \_\_\_\_\_ Vehicle Plate: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Home Work

Email: \_\_\_\_\_

\*It is your responsibility to keep the court updated with current contact information (ie: phone, email & mailing address). Updates can be emailed to the court at: MUL.Parking.Hearings@ojd.state.or.us

**I have read the instructions above, I select ONE of the following responses, plead No**

**Contest, waive my right to trial, and consent to any judgment entered:**

- Response A:** I am enclosing a check payable to the State of Oregon for the full fine amount.
- Response B:** At the time of the cited offense I had paid for my parking in full. I am enclosing proof of that payment and requesting a fine reduction.
- Response C:** I was in compliance at the time of the cited offense. I am enclosing a *copy* of my current vehicle documentation (e.g.: registration certificate, photos, etc.) and requesting a fine reduction.
- Response D:** I was out of compliance at the time of the cited offense. I am enclosing a *copy* of my current vehicle documentation (e.g.: registration certificate, photos, etc.). I fixed the issue and am requesting a fine reduction.

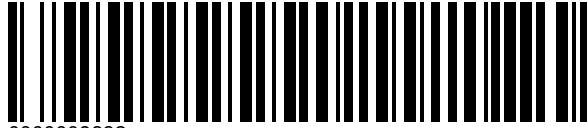
**I would like to schedule a court hearing.**

- Response E:** I understand my hearing will be held by video or phone and that I may be sent instructions via email. Current email address: \_\_\_\_\_

If you are unable to appear by video remotely, you may appear in person at the Courthouse. You will be provided with equipment and assistance to attend your hearing. Please note: the judge, officer, and court clerk may still be appearing by video.

Signature of Defendant: \_\_\_\_\_ Date: \_\_\_\_\_

MULRESP



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**\*In order to expedite processing, please include this coversheet along with your Response Form\***

Do not write here. Comments made on this page will not be considered.