

To dispute a parking ticket, enter a not guilty plea and bring or send the yellow copy of the parking ticket to the Oneida City Police Department. PO Box 550 Oneida, NY 13421- Attention S. Emmons. The time schedule for parking fines will stop upon receipt of this notice.

To conference this matter with the City Attorney prior to requesting a trial you may forward this form, with a written statement in the space below, as to your account of the parking violation alleged and any circumstances that you wish to bring to the City Attorney's attention and send to: City Attorney, c/o S. Emmons, Oneida City Police Department, PO Box 550, Oneida, NY 13421. This must be completed within one week of receipt of this notice.

At the conclusion of the City Attorney's review of the charge, an offer by way of a consent may be forwarded to you. If you agree with the consent letter, please present your copy of the letter to the City Chamberlain within the specified time for the agreement consented to.

If you do not agree with the consent letter, within one week of receipt please notify the Oneida City Court (363-1310) and a trial date will be set. They will need your name and ticket number for scheduling purposes.

Failure to follow through, complete these procedures or answer the parking ticket may result in a warrant for your arrest.

To be completed by person providing form to person disputing ticket.

TODAY'S DATE: _____ TICKET # _____ ISSUE DATE: _____

VIOLATION CHARGED _____

STATEMENT OF VIOLATION AND CIRCUMSTANCES FOR DISPUTE.

Name: _____ Address: _____

If more space is needed use back of form.

CITY ATTORNEY'S USE ONLY. CONSENT LETTER (or see attached if checked)

If you agree with the consent letter provide form to City Chamberlain's Office by _____.

If you do not agree with the consent letter notify Oneida City Court 363-1310 to request a trial date.