



## CITY OF MELROSE

## Office Of The Parking Clerk

City Hall, 562 Main Street  
PO BOX 760956  
Melrose, Massachusetts 02176  
781-979-4144

### PARKING TICKET DISPUTE FORM

**Ticket disputes must be submitted in writing within 21 days of the violation.** All of the information below must be provided. Additional documentation may be attached to your dispute request. The dispute will be reviewed and the Parking Hearing Officer's decision will be mailed to you within 2 to 3 weeks.

If you do not agree with the mailed decision you may request a hearing. Hearings are by appointment only, held on Thursday between 10 am and 3 pm. This would be your opportunity to explain in person the reason you feel this ticket was issued in error or if there are extenuating circumstances.

The legal appeal from the decision of the Parking Hearing Officer is to the Middlesex Superior Court, 200 Trade Center, and Woburn Ma. There is a \$275.00 filing fee.

Date : \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Ticket# \_\_\_\_\_

Address: \_\_\_\_\_ Registration# \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Make/Model of Car \_\_\_\_\_

**Please give a statement of your dispute reason:**

**Failure to give a statement will result in automatic denial:**

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Signed \_\_\_\_\_ Phone/Email \_\_\_\_\_

Additional information regarding your request can be written on the back or attached to this form)