

**PARKING TICKET APPEAL FORM  
STEP 2**

Name: \_\_\_\_\_ Citation #: \_\_\_\_\_

Email Address: \_\_\_\_\_ ID#: \_\_\_\_\_

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

Return to:  
  
Parking Services  
University of Maine  
DTAV, Community Center  
Orono, ME 04469

Phone: \_\_\_\_\_

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Step 2 of the appeals process, should you choose to pursue it, is an opportunity for an oral appeal to explain why you feel the decision of the Step 1 appeal was unreasonable or arbitrary, or why it was not supported by appropriate fact.

Step 2 appeal requests must be filed with 10 days after the date of the Step 1 result letter. The request for the Step 2 appeal must be in writing and submitted on the Step 2 Appeal Request Form available at:

- The Parking Office, 523 DTAV Community Building
- The MaineCard Service Center in the Memorial Union
- A copy can be printed from: [www.umaine.edu/parking/](http://www.umaine.edu/parking/)
- A copy can be requested by emailing: [um.parkingservices@maine.edu](mailto:um.parkingservices@maine.edu).

Step 2 appeals are scheduled through the Parking Service Office at the Doris Twitchell Allen Village.

In considering a Step 2 appeal, the Appeals Officer may uphold the original hearing officer's decision; dismiss the violation; or find the individual responsible of some lesser violation. Email notification of the Step 2 Appeal result will be sent to the person whose name is provided on the Step 2 Appeal Request Form. If a Step 2 appeal is denied, the appellant (if not a student) has ten calendar days, from the date of the Step 2 result notice, to pay the fine.

**STUDENTS, PLEASE NOTE** – Even if you are appealing a parking violation please be aware that the fine will be submitted to your student bill. Should the outcome of your appeal be in your favor, the amount of the parking violation will be refunded to you through the Bursar's Office.

Nature of the appeal – in the space below, state with clarity all reasons and basis of appeal. Please use the space on reversed side if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above is a true and accurate statement of my appeal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_