PARKING TICKET APPEAL FORM
STEP 2

Name: _______________________________  Citation #: _______________________________

Email Address: _______________________________
EMPL/Student ID#: _______________________________

Contact Address: _______________________________

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

Phone: _______________________________

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 facts.

Step 2 appeal requests must be filed within 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 address above, the MECard Services or on-line at parkingservices@umit.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 for some lesser violation. First class 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 the reverse side if necessary.

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

Signature: _______________________________  Date: _______________________________

1 updated 02/17/22