



Appeal a Parking Citation/Ticket

Step 1 – Administrative Review

Parking citations/tickets are not criminal offenses. They are civil penalties that are the joint liabilities of both the owner and operator of the vehicle. Once a citation is issued, it is up to the driver or owner to respond to the facts presented on the citation.

The first step is an Administrative Review to determine if the citation was validly issued. This allows the agency to dismiss the citation if there are facts, events or circumstances that were unknown to the issuing officer that may affect the validity of the citation. The issuing agency may also feel that extenuating circumstances make dismissal of the citation appropriate in the interest of justice. Pursuant to State law, requests for Administrative Review must be received (postmarked) within 21 calendar days from the date the citation was issued, or within 14 calendar days of the mailing of the Notice of Illegal Parking.

To submit your [Administrative Review online](#) answer the following:

1. Is the information on the citation accurate?
2. Did the driver comply with the relevant parking regulation?
3. Were there mitigating circumstances that prevented the driver from complying with the relevant parking regulation and, if so, did the driver take reasonable and timely steps to cure the violation?

If the answers to the second two of these questions are "no," there is little choice but to uphold the citation at this level of appeal/review.

Common reasons that DO NOT support dismissing a citation are:

- I was only in violation for a minute;
- I did not know that I could not park there;
- I think the fine is too high;
- I did not see the sign or curb markings;
- I cannot afford to pay the fine;
- I have never had a ticket before;
- I will never do it again.

The owner and driver of the vehicle are both responsible for the parking citation and bear the burden of proof when contesting the citation. Notice of the decision will be mailed to you regardless of the outcome and further instructions given if necessary.



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Persons appealing their citations may present anything they wish to support their position that the citation should be dismissed. This may include statements, charts, diagrams, photographs, drawings, maps or receipts just to name a few. It is also important that the citation number, vehicle license plate number and state be included with the request. A clear copy of the citation attached to the appeal is beneficial and may expedite processing. We suggest you retain copies for your records. **No payment is required at this time.**

Submit written statement with any supporting documentation and/or photographs to:

Port of San Diego
C/O Citation Processing Center
P.O. Box 10479
Newport Beach, CA 92658-0479

*** Original materials submitted will not be returned. You will be notified by mail of the result of the review. For additional information call (800) 989-2058.**