



Appeal a Parking Citation/Ticket

Step 2 – Administrative Hearing

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.

If your appeal is denied at the first stage, you can present your appeal to an Administrative hearing officer. This is the second step of the appeal process. State Law requires that the fees due on the citation be deposited at the time the hearing request is made.

Hearing requests can be made:

- **Via Mail:** Send in your payment slip with note indicating you would like a hearing to the following: Port of San Diego, C/O Citation Processing Center, P.O. Box 10479, Newport Beach, CA 92658-0479
- **Over the Phone:** Call us at (800) 989-2058 and let the customer service representative know you would like a hearing.

The Port will present a copy of the citation and any additional statements, photos or other documentation provided by the officer in support of the citation.

Should the citation be dismissed, the Port will refund your fee deposit. If the decision of the hearing officer is not to your satisfaction, the decision can be appealed to Superior Court.