

# CITY OF WILMINGTON

## APPEAL — BOOT OR TOW

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Civil Appeals  
Louis L. Redding City / County Building  
800 North French Street, 3rd Floor  
Wilmington, DE 19801  
(302) 576-3908

## INSTRUCTIONS

1. Read the important text below
  2. Complete the other side of this form
  3. Submit by mail or in person to the address listed above
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To appeal, this form must be received within 5 business days upon receipt of boot or tow notice. Failure to submit an appeal within this 5-day period constitutes a waiver of the right to an appeal.

The appeal hearing shall determine if there was reasonable cause to believe:

1. That the vehicle violated traffic ordinances or laws; and
2. That the boot or tow was authorized by law.

Prior to the hearing, person appealing may leave vehicle booted / in the tow yard, or may instead obtain release of vehicle by full payment of all outstanding parking tickets, boot / tow fees, and any storage charges.

The hearing will be held at Louis Redding City / County Building within 2 business days of receipt of appeal, or at such other time and place agreed upon by the parties. Person appealing will be contacted to schedule hearing. In the hearing, person appealing may provide evidence to support the appeal.

If Civil Appeals determines that the boot or tow was valid and justified, person appealing may obtain release of vehicle by full payment of all outstanding parking tickets, boot / tow fees, and any storage fees. If Civil Appeals decides in favor of person appealing, however, they shall be entitled to immediate release of vehicle without payment of boot / tow fees or storage charges (or, if person appealing paid in full to obtain release of vehicle prior to appeal hearing, they shall be entitled to a refund within 30 days of payment).

Anyone who without good cause, as determined by Civil Appeals, fails to appear for an appeal hearing is not entitled to a rescheduling.

There shall be no more than one appeal hearing for each boot or tow to a vehicle. The determination of Civil Appeals is final and not subject to further appeal.

To learn more about parking regulations and how to help avoid receiving a ticket, boot, or tow, visit:

[www.WilmingtonDE.gov/parking](http://www.WilmingtonDE.gov/parking)

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### CONTACT INFORMATION

FULL NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

### VEHICLE INFORMATION

MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
LICENSE PLATE \_\_\_\_\_  
STATE \_\_\_\_\_

### APPEAL INFORMATION

WAS THE VEHICLE **BOOTED** OR **TOWED**?

DATE OF BOOT / TOW \_\_\_\_\_

LOCATION OF BOOT / TOW \_\_\_\_\_

HAS THE VEHICLE ALREADY BEEN RELEASED? **YES** **NO**

IF YES, ENTER DATE OF RELEASE \_\_\_\_\_ AND AMOUNT PAID \$ \_\_\_\_\_

REASON(S) WHY YOU BELIEVE THE BOOT / TOW WAS INVALID AND UNJUSTIFIED

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

SIGNATURE \_\_\_\_\_  
(PERSON APPEALING)

### TO BE COMPLETED BY CIVIL APPEALS

DATE OF RECEIPT \_\_\_\_\_

DATE OF HEARING \_\_\_\_\_

DECISION

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

SIGNATURE \_\_\_\_\_  
(CIVIL APPEALS)