

City of Wilmington



MICHAEL S. PURZYCKI
Mayor

Date: _____

OFFICE OF CIVIL APPEALS REQUEST TO SCHEDULE COURT HEARING

By submitting the information below you acknowledge that you are the registered vehicle owner.

Name: _____
(Registered Vehicle Owner)

Address: _____
Street Address

City State Zip Code Phone Number

Date of Birth: ____/____/____
Month Day Year

Driver's License #: _____
State Number

Parking Ticket #: _____

Vehicle Registration: _____
State Plate Number

Return this form only.

Please be advised that if the hearing is not ruled in your favor you will be responsible for court costs. The chart below is an *example* of how to calculate the court costs depending on your original fine amount.

<i>Original Fine Amount</i>	<i>\$40.00</i>
Court Costs	\$25.00
Court Security Fee	\$10.00
<i>Total</i>	<i>\$75.00</i>

Please complete and return the form within **15 days** of receipt to the address below to ensure prompt processing of your request for a court hearing:

**Office of Civil Appeals
Louis L. Redding City/County Building
800 North French Street, 3rd Floor
Wilmington, DE 19801**

Failure to ensure receipt within the time allowed will result in a forfeit of your right to a court hearing. When your hearing date has been scheduled, you will receive written notification from the Justice of the Peace Court #20. Once you have requested a court date you *will not* be able to pay your ticket at any time before your hearing. Should you have any questions regarding this matter you may call the Office of Civil Appeals at (302) 576-3908.