To Pay a Parking Ticket

Mail check or money order to:
Parking Enforcement Center
PO Box 6010
Inglewood CA 90312
OR
You may pay by credit card at:
www.EZPayCorp.com

To Contest a Parking Ticket

If you wish to contest a parking citation, all correspondence must be sent to Enforcement Technology at the above address and you must follow the three steps listed below:

1. Administrative Review
This allows the individual to contest a parking citation by requesting an initial Administrative Review. A written declaration stating the reason for contesting the citation is filed with Enforcement Technology. The time limit to file is within twenty-one (21) days of the issuance of the parking citation.

2. Administrative Hearing
If the individual wants to further contest the results of the Administrative Review, a deposit for the full amount of the parking citation must accompany the request for an Administrative Hearing. The parking citation deposit will be refunded if the Hearing Officer finds the defendant not liable. The time limit to file is within twenty-one (21) days of the date of the mailing of the "Administrative Review Results Notice".

3. Santa Monica Court Appeal
If the individual is not satisfied with the results of the Administrative Hearing, they may appeal the decision to the **Santa Monica Court** for a trial de novo and pay all court costs. The parking citation deposit and Court filing fee will be refunded if the Court finds you not liable. The time limit to file is within twenty (20) days of the date of the mailing of the "Administrative Hearing Decision".

PROCEDURES TO CONTEST A PARKING CITATION

1. Administrative Review Process
Within twenty-one (21) days of the issuance of the parking citation, the individual wishing to contest the citation must request an Administrative Review and explain the reasons for contesting the parking citation in writing. This explanation must be sent to Enforcement Technology at the address listed above.

If you feel the citation was issued in error, you must request an Administrative Review and state your reasons in a letter, including copies of all applicable documentation. Send **copies only**, as all submitted information is kept on file and not returned. Examples of documentation to be sent are photocopies of the Vehicle Registration, Disabled Person's Placard, Permit and Permit Holder information. Do not send payment at this time. Incomplete information or failure to contest the citation within the allotted time period will automatically end the procedure and the parking citation must be paid.

The findings of the Administrative Review will be mailed to you. The letter will state if the citation was upheld or dismissed. If it is determined that the defendant is not liable, the parking citation will be dismissed. No further action is required. If the defendant is found liable, and results of the investigation determine that the violation did occur, the parking citation amount due must be paid within twenty-one (21) calendar days of the "mail date" of the Administrative Review Results notification. Failure to pay the amount due will cause the penalty to double, and a notification will be sent to the Department of Motor Vehicles. This will

result in the inability to renew your automobile registration until the citation is paid in full.
If you would like to contest the results of the Administrative Review, an Administrative Hearing can be requested by following the Administrative Hearing Procedure.

2: Administrative Hearing Procedure
A request for an Administrative Hearing must be filed within twenty-one (21) days of the date of the "mailing date" of the Administrative Review Determination Notice.

A deposit must be submitted for the full amount of the citation with the request for an Administrative Hearing. After the Administrative Hearing, if the defendant is found not liable, the deposit will be refunded. Failure to pay the citation amount or file the request for an Administrative Hearing within twenty-one (21) days of the date of the mailing of the "Administrative Review Determination Notice" will terminate the opportunity for an Administrative Hearing.

Failure to pay the amount due will cause the penalty to double, and a notification will be sent to the Department of Motor Vehicles. This will result in the inability to renew your automobile registration until the citation is paid in full.

You can request that the hearing be conducted in person or in writing as stated on the Hearing request section of your "Administrative Review Determination Notice".

The Administrative Hearing shall be conducted in a fair and impartial review of the contested parking citation by a Hearing Officer. The results of your Administrative Hearing will be mailed to you.

If you are found not liable, your deposit will be refunded. This refund will be mailed to you by the City of Malibu within six weeks of the decision date. If you are found liable, your deposit will become payment in full for the parking citation.

If the individual contesting the parking citation is still not satisfied with the results of the Administrative Hearing, the individual may seek a new trial with the Malibu Municipal Court by filing a civil appeal within twenty (20) days of the date of the mailing of the "Administrative Hearing Decision".

3: Santa Monica Court Appeal Procedure
A civil appeal must be filed with the Santa Monica Court within twenty (20) days after the date of the mailing of the "Administrative Hearing Decision".

You may file your appeal at:
Santa Monica Courthouse
1725 Main St. #214
Santa Monica, CA 90401

The fee for filing an appeal of the Administrative Hearing is $25.00, which will be refunded to the individual filing the appeal, along with the parking citation amount, if the Municipal Court overturns the Hearing Officer's ruling. The City's Administrative Review and Hearing files will be the City's evidence if an appeal is filed. If the notice of appeal is not filed within the 20-day limit, or if the results of the Judicial Appeal are the same as the decision rendered by the Hearing Officer, the filing fee and citation amount will be forfeited and the decision becomes final.

If an individual files an appeal, a copy of the appeal must be served in person or by first-class mail to:
City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265

You will be notified by the Malibu Municipal Court of your trial date.