

Procedure for Review of Municipal Parking Tickets:

1. Contact the agency that issued the parking ticket with your questions or concerns. If the parking ticket was issued by an agency other than the GFPD, the phone number for that agency is stamped in the remarks section of the original ticket.
2. For tickets issued by UND Police:
 - a. Come to the UND Police Department in the Safety Building during normal business hours (Monday-Friday, 8:00 AM to 4:30 PM) to complete a review form, or
 - b. Go this website: <http://und.edu/finance-operations/university-police/> click on forms, fill out the review form and bring it in to the UND Police Department along with the ticket that was issued.
3. The review will be completed by a Supervisor within the UND Police.
4. You will be notified of the review disposition with three business days.
5. The timetable for the unpaid parking ticket(s) will be suspended during the review period.
6. If you are not satisfied with the findings of the review, you may request a hearing in Grand Forks Municipal Court. If you do not request a hearing in Municipal Court and payment is not made to the Grand Forks Police Department of the violation, a Failure to Appear Warrant for Arrest will be issued on or about the 28th calendar day after the ticket was originally issued.

Requesting a Hearing in the Grand Forks Municipal Court:

- 1. You must go to Municipal Court in person to request a hearing. (1701 N Washington St.)**
- 2. Municipal Court requires you post the bond for the parking ticket (current dollar amount of the ticket on the day you go to the Municipal Court office to request a hearing).**
3. A hearing date will be scheduled by the Clerk of Municipal Court.
4. On the day of the hearing, the Municipal Judge will determine if you are guilty or not guilty of the violation.
5. If found Not Guilty, the amount you paid the Municipal Court will be returned to you. If found Guilty, you will be sentenced in accordance with the GF Municipal Code.

*****KEEP YOUR COPY OF THIS FORM***
YOU MUST BRING YOUR COPY OF THIS FORM TO MUNICIPAL
COURT WHEN REQUESTING A HEARING**

University of North Dakota Police Department

MUNICIPAL PARKING TICKET REVIEW FORM

Name: _____ Date: _____
Last, First, Middle

Address: _____
(Street) (Apt#) (City) (State) (Zip)

Day Phone: _____ Cell Phone: _____

Evening Phone: _____

E-mail Address: _____

Ticket #: _____

Concisely state your reason/explanation for requesting review of this parking ticket.

You will be notified of the review disposition by phone or e-mail within 3 business days.

If your ticket is not voided, you will have 5 business days from the date of notification to pay the fine amount or request a hearing in Grand Forks Municipal Court. Unpaid tickets will result in a **Failure to Appear Warrant for Arrest** being issued on or about the **28th** calendar day after the parking ticket was originally issued.

For UND Police Department Use Only Parking Ticket History

Previous Tickets Issued: _____ Reduced: _____ Voided: _____

Review Date : _____ Decision: VALIDATED VOIDED

Comments: _____

Reviewing Official: _____

Date Notified: _____ Notified By: _____