

The SWC Parking Citation Appeal Process, Administrative Hearing Process and Court Appeal Process are mandated by California Vehicle Code Article 3, Sections 40200.7 and 40215, which was enacted by the State Legislature, Assembly Bill 408, effective July 1, 1993, and Assembly Bill 1228, effective January 1, 1996. All time restrictions, with respect to different appeal levels, are made pursuant to the aforementioned legislation.

**It is every student, staff, and visitor's responsibility to review and follow the school's parking rules and policies. To view this information, please visit:**  
[www.swccd.edu/parking](http://www.swccd.edu/parking)

### Level 1 – Administrative Review

Submit this form within twenty-one (21) calendar days from the date you received the citation. If you do not appeal citation(s) within stated time frame you will lose the opportunity to contest the citation(s) and all fines must be paid.

Completed form can be emailed to [swcparking@swccd.edu](mailto:swcparking@swccd.edu) or dropped off at the College Police office in room 105D. Appeal decision will be emailed to you within three (3) weeks. During the review process, your citation is put on a temporary hold. If you do not receive an email with the decision within stated time frame, please contact Parking Services.

If your appeal is voided/accepted: No fees are due and your citation will be dismissed.

If your appeal is denied/upheld: Your citation must be paid in full. Appellant has the right to contest citation further (see Level 2).

### Level 2 – Administrative Hearing

**California vehicle code 40215 (b) requires payment for the citation at the time the Administrative Hearing is requested.**

Submit an Administrative Hearing form twenty-one (21) calendar days from the initial Administrative Review results. Failure to make request within stated time frame will result in request being denied and no further appeals allowed. The Administrative Hearing is conducted by a hearing official who is not directly affiliated with SWC Parking Services. You will receive notice by mail of your hearing date.

The Administrative Hearing request form may be picked up at the Campus Police office or requested via email. Contact [swcparking@swccd.edu](mailto:swcparking@swccd.edu) to request the form.

If the appeal is accepted: A refund will be issued and your citation will be dismissed.

If the appeal is denied/upheld: The College keeps the citation fees to satisfy the citation. Appellant has the right to contest citation further (see Level 3).

### Level 3 – Court Appeal

If you are not satisfied with the outcome of the Administrative Hearing, you may further appeal your case to the South County Superior Court (500 3rd Avenue, Chula Vista, CA 91910) within 30 calendar days after personal delivery or within 35 days after mailing (Code Civ. Proc. §1031) of the issuing agency's final decision. **You bear all fees for this appeal level.** For court filing fees and instructions, please visit: [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)

If the appeal is accepted: The College refunds the citation fees. **Court fees are non-refundable.**

If the appeal is denied/upheld: The College keeps the citation fees to satisfy the citation. Court's decision is final.

### Citation payments may be submitted:

- **Online** (Payment plans available to those who qualify): [www.paymycite.com/swccd](http://www.paymycite.com/swccd)
- **In person:** Pay at the Cashier's Office in building 1400, then return your receipt to the College Police office in room 105D. College Police must receive your receipt in order to enter your payment into our system.
- **Via mail:** Please send a cashier's check or money order to: Southwestern College Police Department, 900 Otay Lakes Road, Chula Vista, CA 91910. *Payments payable to: Southwestern College. Please include citation number on payment and original citation.* **Personal checks not accepted. DO NOT SEND CASH.**

**For inquiries, please contact SWC Parking Services:  
(619) 216-6611, Monday – Friday, 8:00 a.m. to 5:00 p.m.**



# REQUEST FOR ADMINISTRATIVE REVIEW (CITATION APPEAL)

**DO NOT FILL OUT THIS FORM UNTIL YOU HAVE READ THE INSTRUCTIONS ON THE REVERSE SIDE.**

**ALL FIELDS REQUIRED: PLEASE FILL OUT COMPLETELY AND LEGIBLY.**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

I AM A:  STUDENT: ID # \_\_\_\_\_  STAFF: ID # \_\_\_\_\_

YOUR PHONE #: \_\_\_\_\_ VISITOR SEEING: (IF ANY): \_\_\_\_\_

PERSONAL EMAIL: \_\_\_\_\_

SCHOOL EMAIL: \_\_\_\_\_ @swccd.edu

HOME ADDRESS: \_\_\_\_\_

**CITATION #:**  **DATE ISSUED:** \_\_\_\_\_ **TIME ISSUED:** \_\_\_\_\_

**OFFICER #:** \_\_\_\_\_ **VEHICLE LICENSE PLATE #:** \_\_\_\_\_

**REASON THE CITATION WAS ISSUED:**

NO VALID:  STUDENT PERMIT  STAFF PERMIT  IMPROPER  AREA NOT DESIGNATED  HANDICAP PERMIT  VISITOR TABS  
 REGISTRATION TABS  RESIDENTIAL PERMIT (VIOLATION 10.87.150 (a) CVMC)

**CIRCLE THE LOCATION WHERE THE CITATION WAS ISSUED:**

**MAIN CAMPUS LOT:**    A    B    C    D    E    F    G    H    I    J    K    L    M    N    O    P    T

**NATIONAL CITY CAMPUS:** LEVEL 1 / LEVEL 2 / LEVEL 3    **OTAY MESA CAMPUS:** STAFF / STUDENT    **SAN YSIDRO CAMPUS:** STAFF / STUDENT

**RESIDENTIAL NEIGHBORHOOD (COLLEGE ESTATES):**

AUBURN ST / COLUMBIA ST / ELMHURST ST / FORDHAM AVE / GOTHAM ST / HARVARD ST / ITHACA ST  
VASSAR AVE / WAYNE AVE / XAVIER AVE / YALE ST

**STATE THE REASON(S) WHY YOU THINK THE PARKING CITATION SHOULD BE REVIEWED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional writing space available upon request.

I have read and understand the instructions on the reverse side and believe that my situation meets the requirements for review.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITATION UPHELD:		RESPONSE:
CITATION VOIDED:		
REVIEWED BY:		
NOTIFICATION DATE:		