



Finance Department

Rev May 2007

# CITY OF BERKELEY Parking Meter Check Form

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Date of Citation	Citation #
License #	Meter Location

**Please check one**

- |  |  |
|--|--|
| <input type="checkbox"/> Timing Off                          | <input type="checkbox"/> Maximum Meter Time Not Posted                       |
| <input type="checkbox"/> Meter Jammed/Unable to Accept Coins | <input type="checkbox"/> Pay Station Did Not Dispense Ticket                 |
| <input type="checkbox"/> Coin Did Not Register               | <input type="checkbox"/> Problem With "E-Park Card" (Please describe, below) |
| <input type="checkbox"/> Meter Flashing "Failed"             | <input type="checkbox"/> Other (Please describe, below)                      |

Please describe (E-Park Card/Other)

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If your citation was not dismissed administratively, you have the option to either pay the parking fine or request a hearing within 21 days of the date of the decision. If you elect to have a hearing, the full amount of the fine must accompany your request.

**IMPORTANT NOTE:** If you do not receive a written decision on this matter within 21 days, it is your responsibility to contact this office for the results. Failure to contact this office within this time frame may result in an increase of the fees and the possible waiver of future rights to have a hearing.

**FOR OFFICE USE ONLY**

- Good meter, payment due       Faulty meter       Check included       Check returned

Reviewer \_\_\_\_\_ Date \_\_\_\_\_