

PARKING CITATION TRIAL REQUEST FORM

Dear Parking Citation Holder,

If you wish to request a trial for the parking citation issued to your vehicle you were operating, it must be filed in writing with the Village within ten (10) working days of the date the citation was issued. Your request for a trial will then be turned over to the municipal court clerk who will schedule a trial date and notify you of that date. The citation will be placed on hold until that court date and no late fees assessed.

Municipal court is held at the Village Hall (Kinzie Ave and STH 67) on the second and fourth Thursdays of each month at 5:00 PM.

If you fail to appear on your scheduled date the citation will be assessed all applicable late fees/witness fees and turned over to a collection service.

I am requesting a trial by court _____
Signature

TO BE COMPLETED BY CITATION HOLDER, PLEASE PRINT

Name _____

Phone number _____

Mailing Address

Street or P.O. Box

City, State and Zip

Citation Number _____

Drop completed form off at the Fontana Police Department, fax to 262-275-3855 or email to stephanie@villageoffontana.com

TO BE COMPLETED BY STAFF

Date request received _____

Date citation issued _____

Date forwarded to court clerk _____

Court date _____