

## GUIDELINES FOR PROTESTING A SUMMONS

### **PARKING COMMISSION ISSUED SUMMONS:**

#### **1. Protests must be in writing.**

- ❖ Protest forms are available at the Commission office 307 Main St, Norwich, Ct.or
- ❖ From the website link at [www.norwichct.org](http://www.norwichct.org).
- ❖ Protests must be received within 48 hours of summons issue.
- ❖ Protests are only valid to prove a violation did not occur.
- ❖ Protests may be:
  - ❖ Mailed to: PO Box 127, Norwich, Ct 06360
  - ❖ Faxed to: 860-885-1701
  - ❖ Emailed to: [norwichparkingcommission@yahoo.com](mailto:norwichparkingcommission@yahoo.com)
  - ❖ Dropped off at the Office: 307 Main St, Norwich, Ct 06360

#### **2. Decision Making Procedure.**

- ❖ Interview/statement from issuing officer.
- ❖ Evidence examined and a decision reached.
- ❖ Evidence includes photos of the violation, statements of witnesses/complainants.
- ❖ Response includes copies of photos and statutes cited if violation is upheld.
- ❖ Notification of the decision sent to name and address provided on protest form.

If the violation is upheld, there is a payment date specified in the letter. If the payment is received after this date, the original fine doubles.

Any questions should be addressed to the Office of the Parking Commission.

#### **Second Level Appeal:**

- Hearing may be scheduled before the Parking Commission at the next regular meeting.
- At the hearing you will have the right to present relevant information and testimony, and to ask questions of the Commission and staff.
- The Commission's decision will be based on evidence presented by you, the Commission staff and the rules outlined in 14-251 of the Connecticut General Statutes.
- The decision of the Commission is final and can be appealed only to the Superior Court.

### **POLICE DEPARTMENT ISSUED SUMMONS:**

#### **Protests must be made within 48 hours of issue.**

Protest must be filed with issuing officer.

Decision to waive/uphold the summons is the responsibility of the Police Officer.

**The Parking Commission has no jurisdiction over summons issued by Police Officers.**