



APPEAL INSTRUCTIONS

If you wish to appeal the decision of the hearing examiner, you must file an appeal with the independently constituted Traffic Adjudication Appeals Board. You should read the following instructions carefully before filing your appeal. Failure to follow the procedures described in these instructions may result in your appeal being dismissed without consideration by the Appeals Board.

WHAT CAN BE APPEALED?

An appeal of a decision on a ticket may be filed if you denied the violation and were found liable. Or, if you admitted to the ticket violation with an explanation and requested a change in the fine amount and that request was denied. Only decisions made by a hearing examiner may be appealed. You may appeal:

- (1) Parking tickets;
- (2) Moving violations including photo-enforced tickets;
- (3) The fines and penalties imposed by the hearing examiner;
- (4) The revocation or suspension of your driver license ordered by a hearing examiner at a hearing;
- (5) A denial of a Motion to Vacate Judgment;
- (6) A denial of a request for a limited occupational license.

TIME PERIOD FOR FILING AN APPEAL

All appeals **must** be filed within 15 calendar days of your in-person hearing or within 18 calendar days of the postmark date of a mail adjudication decision.

TRANSCRIPTS OF THE HEARING

A transcript is a written version of your recorded hearing. You must order two (2) copies of the hearing transcript if you are appealing an in-person moving violation hearing, and/or appealing the suspension/revocation of your driver license at an in-person hearing.

No transcript is required if you are appealing a parking ticket, any decision from a mail-in hearing, photo enforced tickets, or if you are only appealing fines and penalties imposed by a hearing examiner. However, the Appeals Board will review the transcript if provided.

You must pay a **\$50** transcript deposit at the time you file your appeal. If the cost of the transcript is less than your deposit, the difference will be refunded. If the cost is more than your deposit, you will be billed for the additional amount and you must pay this amount within 10 calendar days of the billing date. If the additional amount due is not paid, the appeal will be dismissed without consideration by the Appeals Board.

HOW TO FILE AN APPEAL

Complete the appeals application on the back of this form and submit it along with the fine and penalty, the **\$10** appeal fee, and the **\$50** transcript deposit to **P.O. Box 77411, Washington, DC 20013, Attention: Appeals Office**. All fees must be paid by check or money order made payable to the D.C. Treasurer. If the Board reverses the Examiner's decision, all payments are refunded.

You must pay all fines, penalties, and appeal fees. If you fail to make any of these payments, or if a check in payment of these fees is dishonored, the appeal will be dismissed without consideration by the Appeals Board.

WHAT THE APPEALS BOARD CONSIDERS

The Appeals Board considers the ticket, testimony, and evidence presented at the original hearing, the hearing transcript, and your brief written statement describing the basis of the appeal. Personal appearances before the Appeals Board are not required or permitted. The Appeals Board will not consider any evidence which was not presented to the hearing examiner. The Appeals Board may take up to two years to decide your case.

Visit our website: www.dmv.dc.gov or call 311 or 202-737-4404 for additional information.



APPEALS APPLICATION

1. Indicate the type of appeal:

- Parking Ticket
- Traffic Ticket (**moving and photo enforced violations**)
- Driver License Suspension or Revocation
- Denial of Motion to Vacate Judgment
- Denial of a Limited Occupational License

2. Fill in the information boxes below:

Date:			
Last Name	First Name	Middle Name	
Address, City, State and Zip Code			Ticket Number

3. Calculate your appeal cost.

- To appeal a **parking ticket or photo enforced violation** you must pay the fine, penalty, and a **\$10** appeal fee. Add **\$10** for each ticket appealed.
- To appeal a **traffic ticket** you must pay the fine, penalty, a **\$10** appeal fee and a **\$50** transcript deposit fee. Add **\$10** for each ticket appealed.
- To appeal the **suspension or revocation** of your driver license, you must pay a **\$10** appeal fee and a **\$50** transcript deposit fee.
- To appeal the denial of a **Motion to Vacate Judgment** you must pay the fine(s), penalty(s) and a **\$10** appeal fee.

Note: The \$50 transcript fee only applies if your hearing was in-person. No transcript fee required for hearings by mail.

4. Statement to Appeals Board. The Appeals Board may only consider evidence presented to the hearing examiner. You must, however, submit a brief statement to the Board describing the basis for your appeal.

5. Appeals Checklist. Everything must be received within 15 calendar days of your in-person hearing or 18 calendar days of the postmark date of your mail decision.

- ✓ Submit the fine and penalty (if tickets have not been paid)
- ✓ Submit the **\$10** appeal fee for each ticket
- ✓ Submit the **\$50** transcript deposit fee (for in-person hearings made on moving and photo-enforced violations and suspension/revocation in-person hearings)
- ✓ Submit your appeals application (this form) and your brief statement to the Board
- ✓ Submit a copy of the order of suspension or revocation or your driver improvement hearing record, if applicable, with this application.

Send to P.O. Box 77411, Washington, DC 20013 Attention: Appeals Office

FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN CANCELLATION OF YOUR APPEAL WITHOUT CONSIDERATION BY THE APPEALS BOARD

Visit our website: www.dmv.dc.gov or call 311 or 202-737-4404 for additional information.

To report waste, fraud, or abuse by any DC Government Agency or official, call the Office of the DC Inspector General at 1-800-521-1639.