



City of Annapolis
Police Department
 199 Taylor Avenue
 Annapolis, MD 21401-3421



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Citation Adjustment - Trial Date Request Form

Request for Citation Adjustment and/or Trial date **MUST** be made in writing at least five (5) days before the due date on the citation.

Citation information

Request date _____ Officer's name _____
 Ticket # _____ Date issued _____ Due _____

Requester's personal and vehicle information

Name _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Vehicle make _____ Model _____ Color _____ State _____
 License tag _____ Handicapped tag? Yes _____ No _____

Request for Adjustment

The State's Attorney has given the Annapolis Police Department the authority to adjust citations for the following reasons *only*: 1) Citation issued in error; 2) Ambiguous signage; 3) Valid reasons stated in writing. For your convenience the most common problems are listed below:

- 1 Inoperable meter; location _____
- 2 Handicapped permit # _____ State _____
- 3 Residential permit # _____
- 4 Hospital emergency; documentation _____
- 5 Loading/Unloading zone; documentation _____
- 6 Contractor (prepaid) rental; temporary permit # _____
- 7 Inaccurate information on citation; specify, provide documentation _____
- 8 Other valid reason, please specify _____

I wish to discuss this citation with a police representative in person

I wish to be contacted by phone at _____

I wish to receive a written explanation of the decision. Note that a copy will be forwarded to the registered owner if not the same.

Address _____

If you request a trial date, you must also request that the officer who issued the citation be present at this time, or he/she will not appear. You will then be notified by the District Court when your case is scheduled for trial.

Trial date requested Officer requested Request forwarded to District Court

Disposition determined by Parking Enforcement Supervisor

Adjusted Denied _____
PEO Signature