



# Houston Municipal Courts

## Municipal Courts Judicial Department

1400 LUBBOCK  
HOUSTON, TX 77002

T. (713) 247-5464  
F. (713) 247-8746  
[www.houstontx.gov/courts](http://www.houstontx.gov/courts)

### **PARKING CITATION HEARING PROCEDURES**

A parking citation issued by the City of Houston provides that the person charged with a parking, stopping or standing offense shall have the right to an instanter hearing (upon request) to determine the issue of liability for the charged offense.

A person has up to 45 days (calendar) to request a hearing. After the 45-day period has passed, there will be no hearing. Such right to a hearing shall be exercised by appearing in person before a hearing officer within 45 days from the date of issuance of the citation at such convenient and reasonable hours as may be specified by the Adjudication Hearing Officer. The hours of operation are provided on the parking citation.

#### **Hearings by Mail**

Hearings by mail shall be conducted only under the following situations:

- Citizen lives more than 25 miles from the Parking Violation Bureau hearing offices; or
- Citizen provides proof from a medical doctor that he suffers from a medical condition that prevents him from appearing in person.

#### **In-Person Hearings**

A person charged with a parking violation may appear in person or through legal counsel before an Adjudication Hearing Officer within 45 days from the date of issuance of the citation. A scheduled hearing may be reset without bond if it falls within 45 days from the issuance date

An audio tape shall be made of each hearing and the tape and any documents introduced at the hearing shall be retained until the time for an appeal to be filed has expired.

At the conclusion of the hearing, the Adjudication Hearing Officer shall issue an order stating whether or not the person charged is liable for violation of the parking or stopping ordinance and the amount of any fine, costs or fees assessed against him.

Failure of a person charged with an offense to appear before an Adjudication Hearing Officer within 45 days from the issuance of the citation shall be considered an admission of liability for the charged offense and an order shall be issued on that basis.



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### **PARKING CITATION APPEAL PROCEDURES**

The following procedures are in effect in the event that a person wishes to appeal the verdict of their hearing for a parking citation:

A person determined by the Adjudication Hearing Officer to be in violation of a parking or stopping ordinance may appeal the determination to the Municipal Court.

The appeal must be instituted by filing a petition with the Clerk of the Municipal Court along with:

- Payment of an administrative appeal fee in the amount of \$10.00 for the first citation and \$5.00 for each additional citation that is appealed
- Payment of any other costs required by law no later than the thirtieth (30<sup>th</sup>) day after the filing of the Adjudication Hearing Officer's order.
- The fees and costs shall not be refunded unless the person charged prevails.

Service of notice of appeal under this section does not stay the enforcement and collection of the Adjudication Hearing Officer's order unless the person who files the appeal also posts a cash appeal bond with the Clerk of the Municipal Court. The appeal bond shall be in the amount of all fines, costs and fees assessed by the Adjudication Hearing Officer.