

Town of Adams
Office of the Parking Clerk
8 Park Street
Adams, MA 01220
(413) 743-8300
(413) 743-1212

Hearing Procedure

Duties of the Parking Clerk:

Schedules unresolved violations before the hearing officer.

Appointment of Hearing Officer:

The Town Administrator or their designee shall serve as hearing officer.

Notice of Hearing:

Written notice of the date, time, and place of hearing shall be sent by first class mail to the registered owner or the registered owner will be contacted by telephone.

Hearing:

1. Only the registered owner of the vehicle can appeal a ticket.
2. The owner must appeal within 21 days of issuance.
3. The Police Department shall be notified of all hearing dates.

Hearing shall be informal; the rules of evidence shall not apply; the decision of the hearing officer shall be final, subject to judicial review as provided by Section 14 of Chapter 30, A.

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Date: _____

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Ticket Number: _____ Date of Issue: _____

Type of Violation: _____ Registration Number: _____

Vehicle Make/Color: _____ Vehicle Year: _____

I wish to appeal this parking ticket for the following reason(s):

YOUR HEARING WILL BE CONDUCTED AT THE ABOVE ADDRESS ON:

Date: _____ Time: _____

Please present this copy to the hearing officer when you appear for your hearing.

If you choose to pay the violation prior to your hearing, please include this copy with your payment.

WARNING
FAILURE TO APPEAR WILL RESULT IN DENIAL OF YOUR APPEAL

This form must be completed and returned to the above address within 21 days from the date this violation is issued.

For use by hearing officer only

Appeal Approved: _____ Appeal Denied: _____