

Kelley & Ryan Associates, Inc.

**3 Rosenfeld Drive
Hopedale, MA 01747
1-800-268-1988
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TOWN OF LEICESTER PARKING TICKET HEARING PROCEDURES

The following guidelines must be followed regarding the request for a hearing on an outstanding parking violation:

1. Any request for a hearing *must* be received by the parking clerk's office no later than the 21st day after the violation was written. Any requests after that time will not be valid.
2. Hearings will be scheduled for the 3rd Thursday of each month. There may be occasions where the hearing date may change; however, ample notice will be given in those rare cases.
3. Any request for a hearing will be date stamped by the parking clerk or designee immediately upon receipt. (This includes the requests received after the 21 day period).
4. A notice received after the 21st day will be sent back to the requestor, advising them that failure to request a hearing within the 21 days had resulted in the forfeiture of their rights to a hearing.
5. A hearing request not date stamped when received will result in the ticket being voided.

****All rules and regulations pertaining to the parking regulations are governed by Massachusetts General Laws, Chapter 90 Section 20A - 20E.**

**TOWN OF LEICESTER
OFFICE OF THE PARKING CLERK**

PARKING VIOLATION APPEAL

In accordance with the Parking Rules and Regulations of the Town of Leicester, Massachusetts, I hereby wish to appeal a parking violation issued to me in accordance of the same Rules and Regulations. I understand that should by appeal be denied by the Hearing's Officer, I may contest the violation through the Massachusetts Court System.

(PLEASE PRINT CLEARLY)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE #: _____ NIGHT PHONE #: _____

VIOLATION NUMBER PRINTED ON TICKET: _____

DATE OF VIOLATION: _____ TIME: _____ AM / PM

VEHICLE REGISTRATION NUMBER & STATE: _____

REASON FOR APPEAL: _____

SIGNATURE: _____ DATE: _____

RETURN PARKING APPEAL TO:

Leicester Police Department
Attn: Parking Clerk
90 South Main Street
Leicester, MA 01524

OR

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