

## Parking Ticket Review – Questions and Answers

Q: How do I appeal a parking ticket?

A: You have until 5:00 p.m. on the 15th day after the date on the ticket to submit a completed “Request for Screening”. This can be done on the Town of Fort Erie website at <https://www.forterie.ca/resource/eservicesParkingTicketScreening.xsp> in person at Town Hall or by phone during regular business hours (Monday to Friday 8:30am-5:00pm). You can request that your screening be completed in-person screening or you can submit a written explanation. If you submit a Request for Screening, the deadline for paying the fine is extended. You will receive your response in-person, by email, phone or by mail.

Q: Can I get an extension if necessary?

A: Yes. You can request an extension during the original 15 day period.

Q: If I ask to meet with the Screening Officer, where and when will it happen?

A: Screenings take place at Town Hall during regular business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday. You will be contacted with available dates and times by email or phone.

Q: Do I have to bring anything to the Screening?

A: Come prepared to explain the reasons for requesting the review. This can include why you think the contravention may be in doubt, any steps you took to prevent the contravention and any extenuating circumstances. You can also submit pictures.

Q: What happens if I miss the Screening appointment?

A: If you fail to appear at the appointed time, you will be deemed to have abandoned your Request for a Screening. The contravention will be upheld and you will be charged an administrative fee of \$50.00 in addition to the fine.

Q: Can I appeal the Screening decision?

A: Yes. You have until 5:00 p.m. on the 15th day after the date of the Screening to ask the Screening Officer for a “Request for Hearing” form. The completed form is submitted to the Hearing Officer in Port Colborne who, in turn, will confirm available dates and times. The decision of the Hearing Officer is final and not subject to any further review, including review by any Court.