INSTRUCTIONS FOR FILING CSM PARKING TICKET APPEALS

PLEASE READ CAREFULLY!

WHEN TO REQUEST AN APPEAL

A campus parking violation may be appealed using the form below. Appeals are done exclusively in writing and there is no other forum in which to appeal a campus citation. Parking Services makes every effort to regulate parking according to well defined, specific regulations, and understands that you may have sound reasons for appealing a citation. If you feel you have been unjustly ticketed, this is the time to request an appeal.

The appeal process provides an objective forum for you to present factual written information related to having received a campus citation. Your written appeal statement must be based on specific factual information that identifies why your illegal parking should be excused from paying the associated fines. Your unhappiness over receiving a parking citation, by itself, is not a sufficient reason for requesting an appeal. The fact that all designated parking spaces within a parking area were occupied at the time is also not a sufficient reason for an appeal.

The CSM appeal process is not available for moving traffic citations or criminal violations. Violators who wish to contest a moving traffic or criminal violation must take their citations to the Public Safety office within fifteen (15) calendar days from the date of issuance of the citation and meet with the on-duty officer who will re-issue a court citation and a court date.

HOW TO APPEAL

If using the attached printable form, fill out the top half of the form and return it to Parking Services within 15 days of the ticket date.

CSM students and employees may use the online appeal process using their trailhead login credentials at the link below.

You may not appeal a parking ticket if it has been more than 15 days since the ticket was issued. Further, if an appeal is received by Parking Services staff more than 15 days after the ticket date, the appeal will automatically be denied.
Articulate your appeal clearly, factually, and concisely. One additional page may accompany your appeal, if needed. Photos may also be included. It is important that you write your appeal when you are calm. Angry appeals are usually based on emotion and rarely offer a meaningful explanation; this often results in a denial.

**WHAT TO EXPECT!**

You should expect to receive a photocopy of your appeal when you deliver it to the Parking Services office. The officer who issued the citation is also required to submit a factual written statement in response to your appeal.

Your written appeal will then be considered by an independent referee, not by anyone in the Parking Services office. The handwritten appeal process will almost always take at least 2 weeks, and can sometimes take a little longer before a decision is reached, depending on the number of appeals and the availability of the referees on the appeals committee. You will receive a letter at the address provided on the form as to the disposition of your appeal. Please make sure to include the address where you want the referee response to be sent.

Your online appeal will be processed in less time than a printed form. Upon submittal of your online appeal, you should receive a copy of your submitted appeal in your email.

The decision of the referee is final and binding on both the violator and Parking Services.

- If your appeal is sustained, the citation will be voided and all fines removed.
- If your appeal is denied, you will be notified of the fine, which must be paid within 5 business days.
- If it is determined by the referee that your appeal is Frivolous or Groundless, you will be charged double the fines for the citation you are appealing.

If it has been at least 30 days or more since you submitted your appeal, please call us so we can check on the status for you.
ALL REFEREE DECISIONS ARE FINAL!
There is no supplementary appeal process available, so write your best argument!

Printable Form
The printable appeal form is available here. Visitors to Mines should use this printable Appeal Form and return it to Parking Services within 15 calendar days from the date on the ticket.

Online Appeal
Mines students and employees may use the online appeal process, Online Appeal.

1. Using the online appeal process requires the use of your Trailhead login credentials.

2. After logging in, you must complete all fields to submit.

3. Students and employees are responsible for making sure the appeal form is received by Parking Services within the 15-day deadline.

4. If the appeal does not submit, a red error message will appear at the top of the screen. Call Parking Services for more information.

5. Call Parking Services if you do not receive an email copy of your appeal or if you wish to verify receipt of your appeal.

6. Late appeals will not be accepted.

FACILITIES MANAGEMENT
PARKING SERVICES DIVISION
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