



DEPARTMENT OF FINANCE

Citation Processing Center

P.O. Box 1423

Alexandria, Virginia 22313

Phone 866.353.0454

Fax 866.219.4908

Dear Sir or Madame,

You have requested a court date to contest a parking citation which will require completion of the District Court Hearing Request Form.

Please observe the following rules when completing the form. **Improperly completed forms will be returned unprocessed:**

- Once you schedule a court hearing, you forfeit your ability to prepay the citation and your request cannot be removed or adjusted by the Finance Department.
- The registered vehicle owner or other authorized person must complete the form.
- The completed form must be returned within ten (10) business days.
- If you cannot appear on your assigned court date, contact the General District Court at 703.746.4041. The Court will decide what course of action you must take.
- If the citation is upheld, you will be assessed the original fine and any court costs.

Please mail the completed and signed form with a copy of your driver's license to City of Alexandria, PO Box 1423, Alexandria, Virginia 22313.

Upon receipt of the completed form, the hearing scheduling staff will process your request. Court dates are assigned based on officer availability. On the date of your hearing you will be required to appear at the Alexandria General District Court, at 520 King Street, Room 201, Alexandria, Virginia 22314.

A verification of the court date will be mailed to the registered owner of the vehicle at the address listed on the form. If you have questions regarding the form, please call 866.353.0454.

Sincerely,  
Citation Processing Center

Enclosure



**To the Director of Finance for the City of Alexandria, Virginia:**

I, \_\_\_\_\_, do attest that I am (or am authorized by) the owner of a \_\_\_\_\_,  
(Name) (Vehicle Year/Make/Model)  
bearing license plate \_\_\_\_\_, for which parking citation number \_\_\_\_\_ for violation code \_\_\_\_\_ was  
(State/License Plate Number)  
issued on \_\_\_\_\_.  
(Date)

- I hereby waive formal service of process, request that this matter be set for trial in the Alexandria General District Court (520 King Street, Room 201), and agree to be present for trial as scheduled.
- I understand that if I cannot be present I must call the court at 703.746.4041 to reschedule. I also understand that payment of the fine will NOT excuse me from appearing in court.

\_\_\_\_\_  
Name Mailing Address (Street, City, State, Zip)  
\_\_\_\_\_  
Phone Number Email Address Driver's License State/ Number  
\_\_\_\_\_  
Signature Date

**For City Use Only**

The above-named person has attested to the truth of the above statements. As an authorized agent of the Director of Finance for the City of Alexandria, I hereby certify the aforesaid and request, on behalf of the City of Alexandria, that you schedule a hearing for the vehicle owner listed above on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 9:30 a.m. and subpoena \_\_\_\_\_ as a witness in this case.

\_\_\_\_\_  
(Signature) (Date)

**For Court Use Only**

Attorneys Present: \_\_\_\_\_

\_\_\_\_\_  
(Defendant's Attorney's Name)

The Accused was this day:

And was tried and found by me:

- Tried in absence
- Present

- Not guilty
- Guilty as charged
- Guilty of \_\_\_\_\_
- Finding sufficient/deferred

- No attorney
- Attorney waived

Plea of accused:

- Not Guilty
- Nolo Contendere
- Guilty

I order:

- The charge dismissed
- A nolle prosequi on prosecution's motion

I impose the following disposition:

- Fine of \$ \_\_\_\_\_ with \$ \_\_\_\_\_ suspended

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date