

**Cleveland State University, Parking & Transportation Services**  
**Parking Citation Appeal Form**

THOROUGHLY READ ALL INFORMATION ON THIS PAGE. First Appeals are not accepted after 21 calendar days of citation issue date. Second Appeals **MUST** be submitted and Paid in Full within 14 calendar days of the First Appeal Decision.

---

Complete and submit this form, (may include attachments) to the CSU Parking Office. Or submit appeals and attachments using the CSU GO Online Parking System at [https://csuparking.t2hosted.com/cmn/auth\\_ext.aspx](https://csuparking.t2hosted.com/cmn/auth_ext.aspx). Citation photos may also be viewed online.

**Appeals should ONLY be submitted by the vehicle owner/driver.** Appeals submitted by a third party become responsible for the cited vehicle. Additional appeal information can be found on the CSU Parking Website and on CSU GO Online Parking System.

Remember to submit **all** requested information to avoid delays in processing. Completed forms may be sent via USPS or attached in an email to [parking@csuohio.edu](mailto:parking@csuohio.edu). **Appeals must be received, time stamped or postmarked within twenty-one (21) calendar days of the citation date. Late fees will be added 21 days from the date issued.**

**NOTE: Citation fee will revert to original amount if not paid within 72 hours, if not paid when submitting a first appeal. Outstanding accumulated balances over \$99 may result in impound or immobilization of vehicle, including those in appeal.**

**Decisions are sent via email; ensure your email address is correctly written.** Denied appeals require payment, in full of the citation amount within 10 business days.

If your appeal is denied you may petition the Parking Review Board (PRB). **Second appeals must be submitted, time stamped or postmarked within 14 calendar days of the first appeal decision and the citation must be paid in full to be processed.** A personal appearance with the PRB may be requested and are scheduled during regular PRB meetings. **“No shows” will be adjudicated with the submitted second appeal documents.**

**FIRST APPEAL**  Written      **SECOND APPEAL**  Written    or     Personal Appearance (Designated Tuesdays 2:30p)

Name \_\_\_\_\_ CSU ID \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Citation # \_\_\_\_\_ Citation Date \_\_\_\_\_

**Reason Required for First and Second Appeals** (statements such as “I forgot”, “Running late”, and “I didn’t know” are not considered valid reasons for waiving a citation)

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Received _____/By _____	Date Entered _____/By _____
( ) Student	Verified _____/By _____	Date Verified _____/By _____
( ) Faculty/Staff		
( ) Visitor	Date Reviewed _____/Director or Designee _____	
<input type="checkbox"/> Uphold	<input type="checkbox"/> Warn	<input type="checkbox"/> Void
<input type="checkbox"/> Deny	<input type="checkbox"/> Reduce \$ _____	Letter Code _____