

**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 Days and Time)

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

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

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

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

**Written statement 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	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 _____