



City of Rochester NOTICE OF HEARING

Department of Finance
200 E. Main Street, Suite B-001
Rochester, New York 14604
www.cityofrochester.gov

**Please bring signed affidavit
(attached) along with
business ownership
documents and I.D.**

Parking and Municipal Code
Violations Bureau
Phone: (585) 428-7484
Fax: (585) 428-7222

BUREAU SHOW THAT YOU HAVE ENTERED A PLEA AND HAVE
BEFORE A HEARING EXAMINER.

BEEN SCHEDULED FOR YOU AS INDICATED BELOW.

FAILURE TO APPEAR AT THE SCHEDULED TIME AND DATE BELOW SHALL BE DEEMED
AS AN ADMISSION OF GUILT AND WILL RESULT IN A DEFAULT JUDGMENT BEING
ENTERED AGAINST YOU IN CIVIL COURTS

SCHEDULED HEARING DATE:

03/24/25

AT 10:30 AM

CASE #

615970

LICENSE NUMBER	STATE	VEHICLE YEAR	VEHICLE MAKE	VIOLATION DATE MO. DAY. YR.	TIME OF VIOLATION	PLACE OF VIOLATION	TICKET NUMBER	AMOUNT OF FINE	BALANCE DUE
				08/14/24	11:18 AM	0435 WESTFALL RD	HCE244069		
TOTAL \$									

**THIS HEARING WILL NOT BE
DELAYED OR RESCHEDULED**

PLEASE NOTE:

- Hearing sign-in is 15 minutes before the scheduled hearing time indicated above.
- Hearing sessions begin promptly at the scheduled time however please be prepared to wait a few minutes if deemed necessary.
- Please bring a valid picture ID and any evidence you wish to present in printed form, which will remain as part of the record.
- If you are not the registered owner of the vehicle, a notarized authorization by the registrant is required for a non-registered motorist to appear for the hearing.
- If you wish to reschedule your hearing, please call our office at the number above PRIOR to your scheduled hearing date.
- Failure to appear at the date and time designated above shall be deemed an admission of liability and may result in a default judgment being entered against you in the civil courts.
- A default judgement may cause a garnishee of wages, attachment of personal property, or other legal proceedings.
- If you would like your case reopened after a default judgment has been entered against you, a Motion to Vacate form along with a \$50 non-refundable fee will be required to review the case. Approval is not guaranteed.
- If you wish to plead Guilty and avoid the necessity of an appearance, return this notice with a check or money order in the full amount indicated no later than 3 business days prior to the scheduled hearing date indicated above to the address above.

PLEASE SEE REVERSE SIDE FOR HEARING INSTRUCTIONS



WHEN MAKING AN APPEARANCE AT A HEARING ON A PARKING OR MUNICIPAL CODE VIOLATION TICKET(S), YOU SHOULD BE AWARE OF THE FOLLOWING REQUIREMENTS:

- If you are not named in the summons, you must have notarized authorization to represent the defendant.
- You must have printed copies of all evidence and any witnesses you feel necessary to establish your case, in attendance at the time of your hearing.
- You may call our office and reschedule your hearing BEFORE your scheduled time if:
 1. You do not have your evidence or witnesses and need them for your case.
 2. You are unable to appear for your hearing as scheduled.
- You may be granted only one (1) reschedule.
- If you fail to appear for your original hearing or your rescheduled date and would like your case reopened, you will need to file a Motion to Vacate and pay a \$50 fee; approval is not guaranteed.
- An adjournment will not be granted, in any case, for a later production of evidence or witnesses once the hearing begins, unless requested by the Hearing Examiner.
- At your hearing, penalties may be assessed against you by the Hearing Examiner if:
 1. You are not prepared for a hearing.
 2. You do not request an adjournment after the hearing begins.
 3. You entered a guilty plea within the required period of time
 4. You are found guilty.

FAILURE TO APPEAR FOR A SCHEDULED HEARING WILL RESULT IN A FINDING OF GUILTY BY DEFAULT AND THE ENTRY OF A CIVIL JUDGEMENT AGAINST YOU AS FOLLOWS:

- If you wish to have your case reopened within the year following the default judgment, you must submit a Motion to Vacate form. There is a non-refundable \$50 application fee required in order for the Hearing Examiner to review your case and determine if the case will be reopened. Note: Approval for the reopening of a case is not guaranteed.
- You must submit the fine along with the application to our office.
- Motion to Vacate applications may be obtained online at www.cityofrochester.gov/parking/ or in our office at the address listed below.
- You have the right to appeal the determination of the Hearing Examiner only if you plead Not Guilty at the original hearing and within 30 days of the original hearing.
 1. No appeal will be permitted on a plea of Guilty or Guilty with an Explanation except upon final determinations resulting from errors of fact or law.
 2. Your application must state the reason you are appealing the decision of the Hearing Examiner.
 3. An application for appeal will not suspend any further collection efforts, unless the dollar amount of the determined fine is submitted with your application and placed in an escrow account with the City of Rochester.
 4. You must submit the fine along with the application for appeal to our office.
 5. Appeal applications may be obtained online at www.cityofrochester.gov/parking/ or in our office at:

Parking & Municipal Code Violations Bureau
 200 East Main Street, Suite B-001
 Rochester, NY 14604