

**DUKE UNIVERSITY PARKING AND TRANSPORTATION SERVICES  
PARKING CITATION APPEAL**

**PLEASE READ CAREFULLY BEFORE FILING:**

- APPEALS MUST BE FILED WITHIN 15 DAYS OF THE CITATION ISSUE DATE OR THE APPEAL IS NOT ELIGIBLE.
- RETURN THIS FORM TO THE PARKING OFFICE AT 302 SCIENCE DRIVE; OR MAIL TO PARKING & TRANSPORTATION SERVICES, BOX 90644, DURHAM NC 27708; FAX TO 919-681-7746 OR EMAIL TO TRANPARK@DUKE.EDU.
- ATTACH A COPY OF THE ORIGINAL TICKET WITH THIS FORM.
- PLEASE PROVIDE A CURRENT EMAIL ADDRESS, ADDRESS AND PHONE NUMBER. APPELLANTS WILL BE CONTACTED BY EMAIL.
- LIST SPECIFIC REASONS FOR YOUR APPEAL ON THE REVERSE SIDE OF THIS FORM. YOU MAY ATTACH PHOTOS, RECEIPTS, AND/OR OTHER SUPPORTING DOCUMENTATION FOR YOUR CASE.
- PLEASE VISIT OUR WEBSITE AT PARKING.DUKE.EDU TO REVIEW DUKE UNIVERSITY'S PARKING POLICIES BEFORE WRITING YOUR APPEAL TO ENSURE THAT YOUR APPEAL IS WELL FOUNDED.
- KEEP THE APPEAL AS SHORT AS POSSIBLE WHILE PROVIDING SPECIFIC INFORMATION RELATED ONLY TO THE VIOLATION.

**THE FOLLOWING REASONS ARE NOT VALID AS A BASIS FOR APPEAL:**

- LACK OF KNOWLEDGE OF THE REGULATIONS
- OTHER VEHICLES WERE ALSO PARKED IMPROPERLY
- ONLY PARKED ILLEGALLY FOR A SHORT TIME
- STATED FAILURE OF PARKING OFFICE TO TICKET PREVIOUSLY FOR SIMILAR OFFENSE
- LATE TO CLASS OR APPOINTMENT
- INABILITY TO PAY THE FINE
- NO OTHER PLACE TO PARK

**ONCE YOUR APPEAL IS REVIEWED BY THE TRAFFIC APPEALS COMMITTEE AND A DECISION IS RENDERED, YOU WILL RECEIVE AN EMAIL NOTIFICATION OF THE RESULT, USUALLY WITHIN 3 WEEKS. IF YOU WOULD LIKE TO SCHEDULE AN IN-PERSON APPEAL PLEASE CHECK \_\_\_\_\_. IN PERSON APPEALS ARE HELD ON A WEDNESDAY ON WEST CAMPUS BETWEEN 3-3:30PM.**

**PLEASE PRINT LEGIBLY**                      **CITATION NUMBER** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DUKE UNIQUE ID** \_\_\_\_\_

**STUDENT** \_\_\_\_\_ **EMPLOYEE** \_\_\_\_\_ **VENDOR** \_\_\_\_\_ **OTHER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS [REQUIRED]** \_\_\_\_\_

**[PLEASE WRITE YOUR APPEAL STATEMENT ON THE REVERSE SIDE OF THIS FORM]**