

APPLICATION FOR APPEAL TO TRAFFIC APPEALS BOARD

DEPARTMENT OF ADMINISTRATIVE AND ENVIRONMENTAL SERVICES
P.O. BOX 7718
EWING NJ 08627-0718

Citations are only eligible for appeal within 10 days of receipt. The Traffic Appeals Board does not accept appeals for Municipal Summons. Failure to complete this form in its entirety or legibly will result in the appeal being denied.

PLEASE PRINT CLEARLY

APPEALS BOARD USE ONLY

DATE _____

CASE # _____

NAME _____

DATE OF HEARING _____

LOCAL ADDRESS _____

DECISION CODE _____

CITY STATE ZIP CODE

LOCAL PHONE # () _____

EMAIL ADDRESS _____

I wish to appeal the following citation(s) under the provisions of the campus motor vehicle regulations:

License Plate #	Citation Number	Date of Citation	Violation	Time of Violation

METHOD OF APPEAL

Please check whether you wish to appear in person to appeal your case or to have a decision rendered on the basis of your signed statement.

_____ In Absentia

_____ In Person

You will be notified in writing of your scheduled in-person hearing. If you are unable to attend your scheduled date a 24-hour notice must be given to the Traffic Appeals Board (771-2881). Only one postponement is permitted. Failure to appear as scheduled, without notification, will result in your case being heard in absentia.

If an appeal is denied, the decision of the board is final. Once your appeal has been heard and a decision has been rendered in absentia, you may not then request an in-person appearance in order to have the case re-opened. **Please do not contact the Campus Police in reference to denied appeals.** I have read the above and fully understand the appeals procedures.

SIGNED _____

TCNJ ID # (if applicable) _____

USE THE REVERSE SIDE FOR WRITTEN STATEMENT

My reason(s) for appealing the citation(s) listed on this application is/are as follows: (Appeal will not be processed unless citation(s) are attached. Copies of citations can be obtained from The Office of Student Accounts (Green Hall room 119) or the Campus Police dispatcher)

While a citation is under appeal, it is considered unpaid pending the decision of the Traffic Appeals Board. The citation should be paid in order to avoid registration and transcript hold flags being placed on your student account. Simply filing an appeal does not clear the obligation from your account. For additional information please refer to the Parking Services website at <http://www.tcnj.edu/~parking>.

SIGNATURE _____ DATE _____