

PARKING CITATION APPEAL FOR HEARING BEFORE THE SPECIAL MAGISTRATE PROCEDURES

- Provide appellant with the “APPEAL FOR HEARING BEFORE THE SPECIAL MAGISTRATE” form.
- Form is to be completed by the appellant providing all requested information and returned to the Parking Services Division with a check or money order in the amount of \$25.00 made payable to: The City of Boca Raton.
- Appeal must be submitted in writing by the appellant within fifteen (15) days of issuance of the Parking Citation.
- Appeal hearings will have a regular schedule (weekly, bi-weekly, monthly) and will be based on volume. Hearings are held at 9:00 a.m. on the specified days. Hearings will be canceled if no appeals are requested.
- A hearing date shall be scheduled by the City upon receipt of the appeal. The appellant shall be given at least ten (10) days notice of the time and place of the hearing.
 - Appellant must personally appear at the hearing; or be represented by legal counsel. If you fail to attend, the Special Master will base his/her findings, and act solely, upon the presentation made by the Parking Enforcement staff.
 - Request for a continuance of appeal hearing must be received a minimum of 5 business days before the date and time of the scheduled hearing.
 - Continuance of an appeal hearing will be moved to the next scheduled hearing date unless appellant requests more time. No more than 30 days shall be provided for a continuance.
- At the conclusion of the hearing, the Special Magistrate shall make a final and conclusive determination. The determination shall be in writing and signed by the Special Magistrate and filed in the Office of the City Clerk, and a copy mailed to the appellant.
- If the Special Magistrate rules in favor of the appellant, all fees, fines and penalties paid by the appellant to the City shall be returned to the appellant as soon as reasonably practicable.
- If the Special Magistrate rules against the appellant, all fees, fines and penalties shall be due. In this case, the \$25 Appeal Fee is not refunded.