



City of Annapolis
Transportation Department
 308 Chinquapin Round Road
 Annapolis, MD 21401-4007



Parking@annapolis.gov • 410-260-3411 ext 7219 or 7270 • Fax 410-263-3411 • www.annapolis.gov
 Deaf, hard of hearing or speech disability - use MD Relay or 711

Citation Adjustment - Trial Date Request Form

Request for Citation Adjustment and/or Trial date MUST be made in writing at least five (5) days before the due date on the citation.

Citation information

Request date _____ Officer's name _____
 Ticket # _____ Date issued _____ Date due _____

Requester's personal and vehicle information

Name _____ Phone _____
 Address _____
 City _____ ST _____ Zip _____

State	Tag	Year	Make & Model	Color	Handicapped tag?	
					Yes	No

Request for Adjustment

The State's Attorney has given the Annapolis Police Department the authority to adjust citations for the following reasons *only*: 1) Citation issued in error; 2) Ambiguous signage; 3) Valid reasons stated in writing. For your convenience the most common problems are listed below:

Inoperable meter; location _____
 Handicapped permit # _____ State _____
 Residential permit # _____
 Hospital emergency; documentation _____
 Loading/Unloading zone; documentation _____
 Contractor (prepaid) rental; temporary permit # _____
 Inaccurate information on citation; specify, provide documentation _____
 Other valid reason, please specify _____
 I wish to discuss this citation with a police representative in person
 I wish to be contacted by phone at
 I wish to receive a written explanation of the decision. Note that a copy will be forwarded to the registered owner if not the same.
 Address _____

If you request a trial date, you must also request that the officer who issued the citation be present at this time, or he/she will not appear. You will then be notified by the District Court when your case is scheduled for trial.

Trial date requested Officer requested Request forwarded to District Court

Disposition determined by Parking Enforcement Supervisor

Adjusted Denied PEO Signature _____