



TUCSON  
CITY  
COURT

# REQUEST A PARKING HEARING BY MAIL (or email) (Plea Not Responsible)

If you select this option, it means that you wish to contest the violation(s) alleged on the ticket (complaint) before a judge.

Write the ticket (complaint) number below that appears in the upper left corner of your parking ticket.

**Ticket Number:**

\_\_\_\_\_

<ul style="list-style-type: none"> <li>• I am entering a plea of not responsible.</li> <li>• I request a hearing to contest the violation(s).</li> </ul> <p>Signature: _____</p>
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Provide the following information (please print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

- **Print and complete this page and place it in an envelope along with a copy of your ticket (complaint). Mail the envelope at least 14 days before the appearance date shown on your ticket to the below address:**

**TUCSON CITY COURT**  
**P.O. BOX 27210**  
**103 E. ALAMEDA STREET**  
**TUCSON, AZ 85701**

- **OR Print and complete, then scan and EMAIL to: [tccweb@courts.az.gov](mailto:tccweb@courts.az.gov)** or fax to 520-791-5692.
- **You will be notified by mail of your court date.** You must appear on the date assigned by the Court. If you do not receive notice one day prior to the appearance date listed on ticket (complaint) contact the court for instructions at (520) 791-4216.

On the day of your hearing, you must be prepared to provide any required proof and to pay any fine imposed by the court. If you fail to appear, a default judgment will be entered against you and a default fee of \$50.00 per violation will be added to the amount you owe the court.

Arizona law requires that a \$20.00 time payment fee be assessed on any penalty, fine or sanction not paid in full on the date the court imposed the fine, penalty or sanction.