



AFTAB PUREVAL

HAMILTON COUNTY CLERK OF COURTS

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Evidentiary Guide for Contesting Parking Tickets

The Parking Violations Bureau provides you an opportunity to dispute parking tickets. If you are registering for an In-Person Hearing, you will present all of your evidence to the Hearing Officer at the scheduled hearing date. If you are contesting your parking ticket through an online submission or via mail, you will attach all of your evidence when you submit your information and argument.

The following is a guide on what evidence you may submit for your hearing.

All Claims

On our web submission form you will be provided a space to submit a full narrative or argument explaining why you believe you should not have received the parking ticket, OR why the fine should be reduced.

Use the “attach” button to attach any pictures, video, or witness statements that support your argument.

For those appearing in person, be sure to bring all of your evidence with you on the day of your hearing.

Expired License Plate:

A copy of your registration showing that your plates were valid at the time that the ticket was issued.

Malfunctioning Meter:

Whether scheduling an in-person hearing, contesting electronically, or contesting by mail you MUST check the box indicating that you believe your meter was broken/malfunctioning if that is why you are contesting your ticket.

If you are alleging that you were issued a ticket as a result of a malfunctioning parking meter, parking enforcement must inspect the meter before a hearing officer can review your case. This inspection process usually takes 30 days. You will be notified of the results of the inspection by the City of Cincinnati.

Pay to Display Meter

If you paid at a “pay to display meter,” please submit your stub showing the times it was paid for.

Handicap Parking Only:

A copy of your valid handicap placard.