



Department of Finance, Revenue Division  
301 King Street, Box 22, Alexandria, VA 22314  
[www.alexandriava.gov/ParkingCitations](http://www.alexandriava.gov/ParkingCitations)  
[courtPTappeal@alexandriava.gov](mailto:courtPTappeal@alexandriava.gov), 703.746.4257

Re: General District Court Parking Ticket Appeal

Dear Sir or Madame,

You have requested a court date to contest a parking citation which will require completion of the General District Court Hearing Request Affidavit.

Please follow the directions carefully when completing the Affidavit. Improperly completed forms will be returned unprocessed:

- The registered vehicle owner or other authorized person must complete the form.
- The completed form must be returned within ten (10) business days.
- You will be assigned a court date. If you cannot appear on your assigned court date, please contact the General District Court at 703.746.4041. The Court will decide what course of action you must take.
- Once you schedule a court hearing, you forfeit your ability to prepay the citation and your request cannot be removed or adjusted by the Department of Finance.
- If the citation is upheld, you will be assessed the original fine and any court costs.

Please email the completed and signed affidavit to [courtPTappeal@alexandriava.gov](mailto:courtPTappeal@alexandriava.gov). Alternatively, the completed affidavit can be mailed to City Hall, 301 King Street, Box 22, Alexandria, VA 22314. Please do not send payments to this box.

Court dates are assigned based on the pertinent Police Officer's court availability. On the date of your hearing you will be required to appear at the Alexandria General District Court, at 520 King Street, Room 201, Alexandria, VA 22314.

A verification of the court date will be mailed to the registered owner of the vehicle at the address listed on the affidavit. If you have questions regarding the affidavit, please email [courtPTappeal@alexandriava.gov](mailto:courtPTappeal@alexandriava.gov) or call 703.746.4257.

Sincerely,

Parking Ticket Court Appeals  
Revenue Division, Department of Finance

Enclosure



## General District Court Parking Ticket Appeal Affidavit

To the Director of Finance for the City of Alexandria, Virginia:

I, \_\_\_\_\_, do attest that I am (or am authorized by) the owner of a  
(Print Name)

\_\_\_\_\_ bearing license plate \_\_\_\_\_  
(Print Vehicle Year/Make/Model) (Print State/License Plate Number)

for which parking citation number \_\_\_\_\_ for violation code \_\_\_\_\_ was  
issued on \_\_\_\_\_.  
(Print Date)

I hereby waive formal service of process, request that this matter be set for trial in the Alexandria General District Court (520 King Street, Room 201), and agree to be present for trial as scheduled.

I understand that if I cannot be present I must call the court at 703.746.4041 to reschedule.

I also understand that payment of the fine will NOT excuse me from appearing in court.

\_\_\_\_\_  
Print Name Print Mailing Address (Street, City, State, Zip)

\_\_\_\_\_  
Phone Number Email Address Driver's License State/Number

\_\_\_\_\_  
Signature Date

**CITY USE ONLY:** The above-named person has attested to the truth of the above statements. As an authorized agent of the Director of Finance for the City of Alexandria, I hereby certify the aforesaid and request, on behalf of the City of Alexandria, that you schedule a hearing for the vehicle owner listed above on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 9:00 a.m. and subpoena \_\_\_\_\_ as a witness in this case.

\_\_\_\_\_  
Signature, Department of Finance Date

### COURT USE ONLY:

Attorneys Present: \_\_\_\_\_

The accused was this day:

- Tried in absence  
 Present

And was tried and found by me:

- Not guilty  
 Guilty as charged  
 Guilty of \_\_\_\_\_  
 Finding sufficient/deferred

Plea of accused:

- Not Guilty  
 Nolo Contendere  
 Guilty

I order:

- The charge dismissed  
 A nolle prosequi on prosecution's motion

\_\_\_\_\_  
(Defendant's Attorney's Name)

- No attorney  Attorney waived

I impose the following disposition:

- Fine of \$ \_\_\_\_\_ with \$ \_\_\_\_\_ suspended

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date