



Department of Finance, Revenue Division
PO Box 178, Box 22 Alexandria VA 22313
www.alexandriava.gov/ParkingCitations
courtPTappeal@alexandriava.gov, 703.746.4257

DATE (MM/DD/YYYY)

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 duly authorized legal counsel 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. Alternatively, the completed affidavit can be mailed to Revenue Division, PO Box 178, Box 22 Alexandria VA 22313. 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 or call 703.746.3941.

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 the duly authorized legal
(Print Name)
counsel for) the owner of a _____ bearing license plate
(Print Vehicle Year/Make/Model)
_____ for which parking citation number _____ for
(Print State/License Plate Number)
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 9:30 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

Plea of accused:

- ☐ Not Guilty

☐ Nolo Contendere

☐ Guilty

And was tried and found by me:

- ☐ Not guilty
☐ Guilty as charged
☐ Guilty of _____
☐ Finding sufficient/deferred

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