



# GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY

525 Washington Avenue • Grand Haven, MI 49417  
Office 616.842.3460 • Fax 616.847.6050

## Parking Ticket Appeal Procedures

### Option 1

- Contact the Department of Public Safety at (616) 842-3460 during regular business hours Monday through Friday from 8:00 am until 5:00 pm.
- Ask to speak with the Officer that issued the ticket. The Records Clerk will need the Officer's three digit badge number which can be found in the upper right hand corner of the ticket.
- The issuing Officer may not currently be working, so you may be asked to leave a voice mail message for the officer to contact you to discuss the ticket.
- If the issuing Officer does not void the ticket you may proceed to Option 2 and contest the parking ticket through an informal/formal hearing with the 58<sup>th</sup> District Court as described below. Be advised if you are found responsible at an informal/formal hearing, additional fines and court costs may be assessed by the Court in addition to the parking ticket.

### Option 2

- If you still wish to contest the parking ticket, Grand Haven Department of Public Safety will issue a Uniform Law Citation (ULC) and attach a copy of your parking ticket.
- Be advised, if you are found responsible at an informal/formal hearing, additional fines and court costs may be assessed by the Court in addition to the parking ticket.
- Be advised, after a ULC ticket has been issued, if you later change your mind and do not want to have a hearing, you must still pay the ticket at 58<sup>th</sup> District Court which includes additional court costs.
- After receiving the ULC ticket, you are instructed to fully read the back of the ticket and complete the Responsible, Responsible with Explanation, or Not Responsible section of the ticket and return the ticket to 58<sup>th</sup> District Court in person or by 1<sup>st</sup> Class mail within 2-10 days after the ULC is issued.