



City & Borough of Juneau

155 Heritage Way, Juneau AK 99801

Citation.Appeal@Juneau.gov

Voice (907) 586-5240

Fax (907) 586-4568

City and Borough of Juneau Civil Fine Citation Appeal Form

Any person given notice of a civil fine citation by the City and Borough may appeal the citation by filing this form with the CBJ Citation Hearing Officer within thirty (30) days of the issuance of the citation.¹ If you appeal your citation, **the City and Borough must prove the citation to a hearing officer by clear and convincing evidence.**² You may be represented by counsel at your own expense during the course of this appeal.³ **Unless you request an oral hearing on this form, you waive your right to an oral hearing.**⁴

Name:

D.O.B.

Address:

Email: _____

Request Oral Hearing? Yes No

IF YES - Appear Telephonically? Yes No

Phone # _____

Citation number:

Type of citation (parking, etc.):

Description of the vehicle, boat, or property

Reasons for the appeal:

¹ CBJ 03.30.085(b).

² CBJ 03.30.085(d)(2).

³ CBJ 03.30.085(d)(2)(B).

⁴ CBJ 03.30.085(c)(6).

Signature Required on Back

You **may request an oral hearing** before the hearing officer. At this oral hearing, you have the right to present personal testimony, present testimony from witnesses using subpoenas issued by the City, and present other evidence, as well as cross-examine the police officer who issued the violation.⁵

If you do not request an oral hearing, the hearing officer may determine your case based upon this written appeal form, your written statements, written statements of the issuing officer, and written statements of any witnesses.⁶

CAUTION: IF YOU FAIL TO APPEAR AT YOUR ORAL HEARING YOU WAIVE ALL RIGHT TO A HEARING AND YOU WILL BE RESPONSIBLE FOR PAYING ALL FINES ASSOCIATED WITH THE VIOLATION.⁷

Signature:

Date:

To submit this form:

Hand carry or mail:

CBJ Citation Hearing Officer
155 Heritage Way
Juneau, AK 99801

Or **Email:** Citation.Appeal@Juneau.gov

Or **Fax:** (907) 586-4568

⁵ CBJ 03.30.085(d)(2)(B)-(D).

⁶ *Id.*

⁷ *Id.*