

# METRO TRANSIT ADMINISTRATIVE HEARING REQUEST FORM

A request for an initial citation review and appeal/hearing must be made in writing within 90 days from the date the citation is issued. You may email this form to [citations@metrotransit.org](mailto:citations@metrotransit.org), submit an electronic form at [metrotransit.org/citations](http://metrotransit.org/citations) or call 612-349-7303 to contest by phone. When making a request please include a statement of the reason(s) you are disputing the citation as well as any supporting documentation. Attach any additional sheets if necessary. Any documents submitted will not be returned.

## I HEREBY REQUEST A CITATION REVIEW AND/OR ADMINISTRATIVE HEARING

PLEASE NOTE ALL APPEAL/HEARING REQUESTS UNDERGO INITIAL INTERNAL REVIEWS

Administrative hearing by video conference

In-person administrative hearing

In-person hearings are held at Metro Transit, 560 6th Avenue North, Minneapolis, MN 55411

I contest the citation for the following reason(s) (Please print clearly):

Name: \_\_\_\_\_ Phone (with area code): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Citation: \_\_\_\_\_ Location of Citation: \_\_\_\_\_

Citation Number: \_\_\_\_\_

### If this is your first citation, you may elect the following fine reduction options without a hearing:

Load \$20 in stored value to a Go-To Card or the Metro Transit app (Fine is waived)

View Transit School video and add \$10 in stored value to a Go-To Card or the Metro Transit app (Fine is waived)

Load \$5 to a Transit Assistance Program (TAP) card (subject to eligibility requirements) (Fine is waived)

View Transit School video at a Metro Transit Service Center (Fine is reduced to \$25)

### Interpreter Services

If you require the services of an interpreter, including ASL, on the date of your in-person citation hearing, one will be provided at no cost to you; please check the box below and indicate the language needed and any other accommodation you require.

Interpreter services required. Specify language: \_\_\_\_\_

Specify accommodation needed: \_\_\_\_\_

If you cannot attend your in-person administrative hearing, you must contact Metro Transit at [citations@metrotransit.org](mailto:citations@metrotransit.org) or call 612-349-7303 to reschedule no less than 72 hours (three business days) prior to your scheduled hearing. If you do not attend a scheduled in-person hearing you will be declared to have Failed to Appear, and you will have no further right of appeal. Any penalty amounts outstanding will be immediately due and payable, and your violation will be declared unpaid.

Mail, email, or submit this form in person to Metro Transit Citation Clerk, 560 6th Ave. N., Minneapolis, MN 55411 OR [citations@metrotransit.org](mailto:citations@metrotransit.org)

## STAFF USE ONLY

Reviewed by: \_\_\_\_\_ Findings: Valid Dismissed

Signature: \_\_\_\_\_ Scheduled Date for Administrative Hearing: \_\_\_\_\_

Date: \_\_\_\_\_