

VIOLATOR INSTRUCTIONS

- A. THE VIOLATION NOTICE ISSUED TO YOU OR YOUR VEHICLE REQUIRES ONE OF THE FOLLOWING ACTIONS: 1) Pay the amounts required within 14 or 30 days; or 2) Request a hearing and appear at the hearing to contest the merits of the ticket within 30 days of this Notice;
- B. PAYMENTS: 1) Make payments due by the due date on the ticket. 2) Payments may be made in person at the Kankakee City Administration Building, 2nd Floor, 304 S. Indiana Ave., Kankakee, IL 60901 during business hours. Payments may be made by mail in the enclosed envelope. Sufficient postage must be placed on the envelope or it will not be delivered and the payment will not be received. 3) If not paid by the due date the higher fine will be required. 4) Make your check or money order payable to the City of Kankakee. **DO NOT SEND CASH.** Any checks returned for non-payment will result in imposition of an additional fee. 5) If requesting a Hearing complete the form below.
- C. HEARING: If you have proof of payment or evidence of non-liability, you may request a Hearing by completing the “Request for Hearing” form below. Mail it in the envelope provided. You will be notified by mail of a date to appear (Summons Notice) at the Donald E. Green Public Safety Center, located at 385 E. oak Street, 2nd Floor, Kankakee, for a hearing.
- D. NON-APPEARANCE HEARING: If you live outside the City of Kankakee or if it is inconvenient for you to attend a hearing, you may file an appeal of the notice in writing which will act in lieu of your appearance. To file a written appeal, complete the “Request for Hearing” section below and mail it with a **notarized and signed statement** explaining the fact in which you are presenting for consideration by the Hearing Officer. You will be notified in writing of the Hearing Officer’s decision. The request and notarized statement must be postmarked within thirty (30) days from the date the ticket was issued.
- E. APPEARANCE HEARING: Should you wish to contest the merits of this notice, complete the “Request for Hearing”, postmarked not more than thirty (30) days after the issuance date of the notice. You will be notified of the next scheduled hearing date. Late requests or those failing to pay the amounts within the times prescribed by the ticket will be found to owe the full amount of the fine plus an administrative fee. **NOTICE: YOU MAY BE REPRESENTED BY COUNSEL AT ANY HEARING, HOWEVER THE COST OF LEGAL REPRESENTATION WILL BE AT YOUR OWN EXPENSE.**
- F. FINAL DETERMINATION OF LIABILITY: Upon the issuance of a “Final Determination of Liability” an administrative fee may be added to the previous amount due. Failure to pay the fine upon notice of a debt owing to the City of Kankakee may cause the City of Kankakee to file a complaint in Circuit Court for each outstanding violation and may cost you additional court costs. In addition, the City of Kankakee may seek other remedies for parking violations such as impoundment or seeking the suspension of drivers’ licenses.
- G. If you fail to request a hearing within thirty (30) days of the issuance of this notice, a final disposition will be entered against you and a fine and administrative fee will be assessed in an amount determined by the Hearing Officer. This amount becomes a debt owed by you to the City of Kankakee.

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REQUEST FOR HEARING

Check One:

Appearance Hearing

Non-Appearance Hearing
(Notarized statement must
be attached for Non-Appearance)

This request must be
postmarked within thirty
(30) days from the date
notice was issued.

COMPLETE THE FOLLOWING:

Ticket No. _____ Name: _____

Current Address: _____
Street City State Zip

Date of Birth: ___/___/_____ Age: ___ Sex: ___ Telephone No. _____

Vehicle License No.: _____ State: _____ Year: _____

Expiration of Vehicle License: ___/___ Driver's License No.: _____

Signature: _____ Date: _____