

NORTH AURORA POLICE DEPARTMENT

Administrative Hearings

If you were issued a ticket or an ordinance violation you can appeal it in one of two ways:

- Appear in person before the hearing officer at the date and time on your ticket, or
- Submit a Non-Appearance at Hearing Request form.

Hearings:

Hearings are held on the 3rd Wednesday of each month at the police department at 5:00 pm.

North Aurora Police Department, Community Room
200 S. Lincolnway
North Aurora, IL 60542

Non-Appearance at Hearing Request:

You may contest the ticket without personally appearing at a hearing by completing the form on the second page, checking the box "Non-Appearance at Hearing Request", and submitting it to the North Aurora Police Department as shown below. You must also include a statement of facts specifying the grounds and documents supporting your challenge of the violation.

By executing the Non-Appearance at Hearing Request you are waiving your right for personal appearance and therefore, adjudication will be based on the statement and documents you submit and the facts contained on the violation notice. Your request must include any and all materials, photos, evidence, copies of parking permits or handicap placards, etc. that you believe will prove your claim.

Deadline:

The Non-Appearance at Hearing Request must be received by 5:00 pm the day before the hearing date on the bottom of the ticket.

Disputing Violations:

Disputing a violation will only be handled at the administrative hearing, either in person or by use of the Non-Appearance at Hearing Request form. Disputes will not be handled in person or over the phone. Police department employees cannot void a citation, unless there is just cause. Only the hearing officer has the authority to dismiss a citation.

Notice:

Please keep your original ticket until you receive written correspondence via e-mail or regular mail from the Police Department. Please **DO NOT** send the original ticket in with your request. Attach copies of the citation and your documents with this form and mail to:

North Aurora Police Department
C/O Administrative Hearings
200 S. Lincolnway
North Aurora, IL 60542

or send the form via email to:
adjudication@northaurora.org

