

OBJECT TO YOUR PROTEST CITATION

you should know: This is not a criminal citation. You have not been arrested and you do not have a criminal record. You are not facing any criminal consequences

1. Look at your citation!

Find the code violation number (CVN) – you need this!

- Check for the code cited on the CVN
Google: Philadelphia Code Library to see if it matches what happened.
*it's okay if you can't find this!

2. Fill in the letter template provided

Tell your story! Be specific! If the violation does not match what happened, say so! If there is missing information on the CVN, say so! If you were handcuffed or transported, make sure to mention that!

3. Submit your letter and any other supporting documents/evidence by mail or online.

Try to do this within TEN (10) calendar days of the CVN issue date to avoid any late fees

Evidence presented may include: records, documents, photographs, written testimony from you or other witnesses, or other evidence you think would be important.

- Mail to: City of Philadelphia
P.O. Box 56318
Philadelphia, PA 19130-6318
- Online: Visit the Office of Administrative Review website:
<https://tinyurl.com/yxp79wt2>

4. Wait for a decision on your dispute

Generally, online or mail hearings are four–six weeks from receipt of submission.

If the hearing officer rules against you, you can pay the fine or not. If not, the city can seek a judgement against you of up to \$300.