



# CITY OF CARENCRO, LA ADMINISTRATIVE ADJUDICATION HEARING REQUEST FORM

Under Louisiana Law and Local Ordinance Article VI Sec. 74-132, you have the right to contest a civil violation by attending an Administrative Adjudication Hearing. To request a hearing, please fill out the information &

**Email, Mail or Fax This Form To:**  
**City of Carencro**  
Administrative Hearing Department  
3903 Volunteer Dr., #400  
Chattanooga, TN 37416  
**Fax: (423) 702-4404**  
**Email: [Hearings@violationpayment.net](mailto:Hearings@violationpayment.net)**

*\*You will be notified by United States Postal Service of your hearing date.\**

Person Requesting Hearing: <i>Required</i>	Notice #: (Top Right Hand Corner of Violation) <i>Required</i>
Address: <i>Required</i>	Email: <i>Will respond via USPS.</i>
City, State, Zip Code: <i>Required</i>	Phone #: <i>Required</i>
Post Mark Date (On Envelope):	Date Received:

*\*If the name from this form does not match the vehicle registration info, **THIS FORM WILL BE DENIED.**\*  
Company vehicles are the only exception. You may not request a hearing on someone else's behalf.*

If you have questions regarding the hearing, or the hearing procedure please call **1.855.252.0086** or send an email to [Hearings@violationpayment.net](mailto:Hearings@violationpayment.net)

*For Departmental Use Only (Do Not Write Below the Line Above)*

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

Received by: \_\_\_\_\_

Hearing Date Scheduled: \_\_\_\_\_

Date Notice Sent to Above Named Party: \_\_\_\_\_