



TOWN OF WASHINGTON, LA ADMINISTRATIVE ADJUDICATION HEARING REQUEST FORM

Under Louisiana Law and Local Ordinance No. 7 of 2020, you have the right to contest a civil violation by attending an Administrative Adjudication Hearing. A \$50.00 Bond will be required to schedule a hearing. You must include the \$50.00 Bond with this form. To request a hearing, please fill out the information &

Mail or Fax This Form To:

Town of Washington
Administrative Hearing Department
3903 Volunteer Dr., #400
Chattanooga, TN 37416
Fax: (423) 702-4404

You will be notified by email (if supplied) or 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 Email if supplied or by USPS.</i>
State, Zip Code: <i>Required</i>	Phone #: <i>Required</i>
Post Mark Date (On Envelope): <i>Required</i>	Date Received: <i>Required</i>

**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 info@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: _____