



CITY OF SHREVEPORT, LA ADMINISTRATIVE ADJUDICATION HEARING REQUEST FORM

Under Louisiana Law and Local Ordinance Article XIII SEC. 90-519, the registered owner has 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 This Form & Bond To:

City of Shreveport
Administrative Hearing Department
3903 Volunteer Dr., #400
Chattanooga, TN 37416

You will be notified by email (if supplied) or United States Postal Service of your hearing date.

Person Requesting Hearing: *Required*

Notice #: (Top Right Hand Corner of Violation) *Required*

Address: *Required*

Email: *Will respond via Email if supplied or by USPS.*

State, Zip Code: *Required*

Phone #: *Required*

Post Mark Date (On Envelope): *Required*

Date Received: *Required*

**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: _____