



CITY OF SPRINGHILL, LA ADMINISTRATIVE ADJUDICATION HEARING REQUEST FORM

Under Louisiana Law and Local Ordinance No. 62-38 to 62-46, 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 This Form To:
City of Springhill
Administrative Hearing Department
3903 Volunteer Dr., #400
Chattanooga, TN 37416
Fax: (423) 702-4404

You will be notified by 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 USPS.*

City, State, Zip Code: *Required*

Phone #: *Required*

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.**

A bond of \$50 is required to schedule a Hearing. You must include a \$50 bond with this form.

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

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: _____