



# 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 or Fax 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 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](mailto: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: \_\_\_\_\_