



# 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. To request a hearing, please fill out the information &

**Email, Mail, or Fax This Form To:**  
**City of Shreveport**  
Administrative Hearing Department  
4411 Oakwood Drive  
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: *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.*

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: \_\_\_\_\_