



# 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  
4411 Oakwood Drive  
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](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: \_\_\_\_\_