



# CITY OF RICHMOND HILL ADMINISTRATIVE HEARING REQUEST FORM

Under Georgia Law, **Official Code of Georgia Annotated 40-14-18**, the registered owner has the right to contest a civil violation by attending an Administrative Hearing. To request a hearing, please fill out the information &

**Email, Mail or Fax This Form To:**  
**City of Richmond Hill**  
Administrative Hearing Department  
3903 Volunteer Dr., #400  
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*

Citation #: *(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

\*The OWNER of the registered vehicle may contest through an Administrative Hearing.\*

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: \_\_\_\_\_