



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 &

Mail or Fax This Form To:

City of Richmond Hill
Administrative Hearing Department
3903 Volunteer Dr., #400
Chattanooga, TN 37416
Fax: (423) 702-4404

You will be notified by email (if supplied) and 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 Email if supplied or by USPS.*

State, Zip Code: *Required*

Phone #: *Required*

Post Mark Date (On Envelope): *Required*

Date Received: *Required*

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

Please be advised that court dates are scheduled approximately 60 days after the request is received

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

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: _____