



# ROBERTA POLICE DEPARTMENT 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:**

**Roberta Police Department**  
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](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: \_\_\_\_\_