



ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

1537 Webster Street | Oakland, CA 94612-3355 | 510-891-6575



REQUEST FOR APPEAL OF ADMINISTRATIVE CITATION

Reusable Bag Ordinance

Citation Number: _____

Address/Location of the Violation(s): _____

Cited Party (named on citation): _____

Name of Appellant: _____

How is Appellant affiliated to Cited Party? _____

Appellant's Phone: _____

Notice of Hearing to be sent to (if different than the address above):

STREET CITY STATE ZIP

I hereby request an administrative hearing to contest the Administrative Citation listed above. I am contesting this citation for the following reasons (attach separate sheet(s) if necessary):

SIGNATURE _____ DATE _____

Right to Appeal: You have a right to appeal an Administrative Citation within thirty (30) calendar days from the issuance date of the citation. Issuance date shall be the date the citation is served on the cited party. The appeal may be made in writing and filed with the ACWMA – Citation Processing Center at the address below. The appeal shall be accompanied by an appeal fee in an amount equal to the *Total Fine* specified on the front side of the citation. **A hearing will be held only if a written request for appeal is made and received within 30 days of the issuance date of this citation and the appeal fee is paid.**

After receiving the written notice of appeal, the Hearing Administrator shall request that the Hearing Officer schedule a date, time, and place for the administrative citation hearing. Written notice of the date, time and place of the hearing shall be served at least ten (10) calendar days prior to the date of the hearing on the person appealing the citation by Certified Return Receipt U.S. Mail or process service.

Right to Judicial Review: Any person aggrieved by the administrative decision of the Administrative Hearing Officer on an Administrative Citation may obtain review of the administrative decision by filing a petition for review with the Superior Court in Alameda County within 20 days after service of the Final Administrative Order and in accordance with the timelines and provisions set forth in California Government code Section 53069.4.

Mail completed form and appeal fee to: Citation Processing Center, PO Box 7275, Newport Beach, CA 92658-7275