



## Virtual Hearing Request Form- Parking

This form must be completed by the person that received the citation. Please allow 30-40 minutes for the virtual hearing. Request for virtual hearings must be made on or before the hearing date on the citation.

Email completed form to [DallasParkingTix@conduent.com](mailto:DallasParkingTix@conduent.com).

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you the Registered Owner of the vehicle? \_\_\_\_\_ Are you the operator of cited vehicle? \_\_\_\_\_  
Are you representing a company? \_\_\_\_\_ Are you representing cited vehicle owner? \_\_\_\_\_

Why are you contesting the citation? \_\_\_\_\_

Your Driver's License / State ID#: \_\_\_\_\_ State: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Do you require an interpreter?  No  Yes  
If Yes, what language do you speak? \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list the citation(s) you would like to schedule for a virtual parking adjudication hearing (**maximum of 4 citation(s) per virtual hearing**):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

Please allow 6 to 8 weeks for the Hearing Officer's decision to be returned to you.

**NOTE: Send a copy of the ticket, along with any proof to support your case when you email the form.**

I, (Print Name) \_\_\_\_\_, verify, under penalty of perjury under the laws of the United States of America, that the above information is true and correct. I understand that any paperwork the Court sends to me will be mail to the address that I have provided the Court. If my address changes, I will contact the Court by mail or in person to provide the updated information.