

**CITY OF ABERDEEN TICKET REVIEW FORM**

*Rev. 09-30-2015*

**(Please see Instructions and Info on Back of Form)**

***PLEASE SIGN UP FOR EMERGENCY SNOW REMOVAL TEXT MESSAGE &/OR E-MAIL ALERTS AT WWW.ABERDEEN.SD.US AND TAKE A COPY OF THE SNOW REMOVAL AND/OR STREET SWEEPING MAP***

Please fill in all the information requested. Without this information, your ticket review request will not be processed. **PLEASE PRINT LEGIBLY.** Thank you for your cooperation.

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
(First) (Middle) (Last)

**Your Address:** \_\_\_\_\_  
(Street Address) (Apt. No.) (City) (State) (Zip)

**Phone: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Driver's License No.** \_\_\_\_\_  
(Month) (Day) (Year) (State) (No.)

**Vehicle 1 License No.:** \_\_\_\_\_ **Vehicle 2 License No.:** \_\_\_\_\_  
(State) (No.) (if applicable) (State) (No.)

Please include the Letter and Ticket No. in the upper right corner if you have a yellow ticket. (example: V12307)

**Ticket No.** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Violation:** \_\_\_\_\_

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**Ticket No.** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Violation:** \_\_\_\_\_

**Location Where Ticket(s) Issued:** \_\_\_\_\_

**Comments Regarding Defense or Mitigating Circumstances** (*Why you feel your ticket should be dismissed/amended*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use attachment sheet if additional space is needed.) **Signature:** \_\_\_\_\_

**Office Use only – Do Not Write Below In This Space**

**Defendant Contacts:**     Telephone     In Person     Letter

**Response:**

**Authorized Action:**     No Change     Amend     Dismiss

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INSTRUCTIONS FOR TICKET REVIEW FORMS:

Revised 09-30-2015

1. Fill out a ticket review form. Please provide complete information and print legibly.
2. Keep your ticket, but return the review form to the Aberdeen Police Department in one of the following ways (send to the attention of Parking Division for parking, street sweeping, or snow removal ticket review forms):
  - a. Return it to the APD front desk between 8:00 a.m. and 5:00 p.m., Monday through Friday;
  - b. Drop the form in the ticket drop box in the APD lobby at 114 2<sup>nd</sup> Ave SE, Aberdeen, SD;
  - c. Mail it to APD, P.O. Box 53, Aberdeen, SD 57402-0053; or
  - d. Fax it to the APD at 605-626-3505.
3. Your review form will be considered, and you will receive a letter in the mail with the decision as to whether or not you will have to pay your ticket.
4. If your ticket review form is for a parking, street sweeping, or snow removal ticket and is filled out and returned to us within 72 hours from the time the ticket was issued, we will put an extension on your ticket until you receive a response so that you will have to pay only the original fine if your ticket is not dismissed and we receive your payment by the due date in your letter. However, if your review form is NOT filled out and returned to us within 72 hours from the time the ticket was issued, your ticket was already overdue and therefore subject to applicable late fees if your ticket is not dismissed. (*Exception:* If you are from out of town and called us to request a ticket review form within 72 hours from the time the ticket was issued, we will still extend the ticket to allow for mailing time.)
5. If your review form is for a uniform complaint/summons, make sure to make note of your court date. If you have not received a response to your review form prior to your court date, you will need to call the Clerk of Court's Office at 626-2451 to reschedule your court date for a later time. Otherwise, you will receive a warrant for failure to appear in court if you don't show up at the date and time indicated on your summons.
6. If your ticket is not dismissed, your fine will be due within one week from the date the notification letter was mailed.
  - a. All parking/street sweeping/snow removal fines should be made payable to the City of Aberdeen and paid at or mailed to the Police Department at 114 2<sup>nd</sup> Ave SE or P.O. Box 53. Do not mail it to the City Attorney's Office as they are at a different address.
  - b. Fines for summonses should be made payable to the Brown County Clerk of Courts and mailed to or delivered to the Clerk of Court's Office on the second floor of the Brown County Courthouse, 101 First Ave. SE, Suite 200, Aberdeen, SD 57401. This remittance address is on the back of your summons.
7. Street Sweeping/Maintenance maps and schedules and Snow Removal maps/policies are available at the police department, public works department, or on the city website for future reference. Call Public Works at 626-7010 if you have questions about these policies.
8. Please note that the hours for street sweeping/maintenance are **12:00 a.m. to 8:00 a.m.** on the day designated per city ordinance. Therefore, you will need to move your vehicle off the street *the night before* this to avoid getting a ticket. Your vehicle must be off the street the entire time period to avoid potentially getting a ticket
9. Please call the Parking Division at 626-7053 if you have any additional questions about parking violations.
10. Please sign up for Emergency Snow Removal Alerts via e-mail and/or text message at [www.aberdeen.sd.us](http://www.aberdeen.sd.us), Emergency Alerts. You may also call the Public Works Division at 626-7010 for a recorded message regarding street sweeping and snow removal schedules.

