



# ADMINISTRATIVE CITATION PROGRAM REQUEST FOR ADMINISTRATIVE HEARING

**THIS FORM AND ANY ATTACHMENTS MUST BE RECEIVED NO LATER THAN FOURTEEN (14) CALENDAR DAYS FROM THE DATE OF YOUR INITIAL REVIEW OUTCOME NOTICE.**

ADMINISTRATIVE CITATION NO:		DATE ISSUED:	
NAME OF CITED PERSON:		FINE AMOUNT: \$	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	
PHONE NUMBER: ( )		EMAIL ADDRESS:	

Please complete this form if you are requesting an Administrative Hearing. If you are contesting more than one Administrative Citation, you must complete a separate form for each Administrative Citation. An Administrative Hearing may not be scheduled unless your Request for Initial Review of the Administrative Citation has been completed, and you have been notified in the Initial Review Outcome Notice that the Administrative Citation is valid.

**This Administrative Hearing Request form must be returned within fourteen (14) days from the date of your Initial Review Request Outcome Notice.**

You must pay an advance deposit of the Administrative Fine in order for your case to be scheduled for an Administrative Hearing UNLESS you are granted an Advanced Deposit Fine Waiver. If you are requesting a waiver of the requirement to pay the advance deposit of the Administrative Fine based on financial hardship, you must submit a completed Request for Advance Deposit Fine Waiver on the Financial Hardship Waiver Request Form. The Financial Hardship Waiver Request form can be found online at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite), at the Department of Public Safety, City Hall counter, or by calling (661) 723-6020.

Please check ONE of the following boxes:

**THIS IS A FORMAL REQUEST FOR AN ADMINISTRATIVE HEARING**

- I have included the advance deposit of the Administrative Fine in the amount of:  
\$ \_\_\_\_\_ (NO CASH unless paid at the City Counter. Send check or money order payable to the City of Lancaster and include citation number.)
- I have not included the advance deposit of the Administrative Fine and request a financial hardship waiver. I have included a completed Financial Hardship Waiver Request form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**Submit this form and any additional documents via hand delivery, mail, or email to:**

City of Lancaster  
c/o Administrative Citation Program  
44933 Fern Avenue  
Lancaster, CA 93534  
[adcite@cityoflancasterca.gov](mailto:adcite@cityoflancasterca.gov)

**You may also complete and submit the form online at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite).**

**ADMINISTRATIVE HEARING REQUESTS MUST BE RECEIVED NO LATER THAN FOURTEEN (14) CALENDAR DAYS FROM THE DATE OF YOUR INITIAL REVIEW OUTCOME NOTICE.** Make copies of your documents. All documents filed with this form shall become property of the City and part of the case file.

**Please contact the City Clerk's Office at (661) 723-6020 or at [adcite@cityoflancasterca.gov](mailto:adcite@cityoflancasterca.gov) if you require additional information about your citation or the Administrative Citation Program. The Administrative Citation Program Policies and Procedures can be found at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite).**

#### **ADA ACCOMMODATIONS**

The City does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities under Title II of the Americans with Disabilities Act (ADA).

If you require a reasonable accommodation due to a disability, please contact:

Meg Watkins  
ADA Coordinator  
(661) 723-6187  
[ada@cityoflancasterca.gov](mailto:ada@cityoflancasterca.gov)

#### **LEGAL ASSISTANCE**

*The following resources may help you find an attorney to help with your citation:*

Public Counsel – Consumer Rights and Economic Justice Project  
610 S. Ardmore Ave.  
Los Angeles, CA 90005  
(213) 385-2977 ext. 700  
<https://publiccounsel.org/services/debt-collection-foreclosure-fraud/>

*You may find more legal aid and non-profit agencies at <https://www.LawHelpCA.org>.*