

# Citations & Enforcement

## Citations and Fine Amounts

<b>Violation</b>	<b>Fine Amount</b>
Blocking loading docks/dumpsters	\$100
Exceeded time limit	\$50
Fraudulent permit/hangtag	\$350
Illegal use of patient parking validations	\$350
Illegally parked in a handicap zone	\$150
Invalid registration information	\$25
Parking in fire lane	\$150
Parking in "No-Parking" zone	\$50
Parking in wrong direction	\$50
Parking while privileges are suspended	\$150
Reactivation of parking card	\$35
Unauthorized parking in dock area/reserved space	\$125
Unauthorized parking in patient/visitor space	\$100
Unauthorized parking	\$100
Unauthorized parking in Official Guest space	\$75

## Paying a Citation

Pay your citation or file an appeal within 30 days of citation issuance date.

- Make credit/debit card payments on the [Parking Portal](#).
- Pay by check at a parking office:
  - Visitor's Information Center (Building A), South Campus Seldin Plaza, 8 a.m. – 4 p.m., Monday – Friday
  - CUH Orange tower, Second Floor, Room 02.746, 7 a.m. – 4 p.m., Monday – Friday

Note: Include the citation number on the method of payment. Make checks payable to UT Southwestern Medical Center.

## If You Do Not Pay

- Citations not paid within 30 days of the original citation issuance date will result in a \$15 late fee.
- Citations not paid within 90 days of the original citation issuance date will result in suspension of parking privileges.
- Your parking facility badge/NTTA access will be revoked, and a nonrefundable reactivation fee of \$35.00 will apply. (Parking facility badge/NTTA access will be reactivated once all outstanding citation fines/fees have been satisfied.)
- Citations may increase from one fiscal year to the next, and payment will be at the highest rate.

## Appeals

Appeal parking citations electronically via the [Parking Portal](#).

Appeals for citations older than 30 days will not be considered. Appellants have the right to appear in person before an appeals committee. It is the appellant's responsibility to request to be scheduled for the next committee meeting by emailing [parkingservices@utsouthwestern.edu](mailto:parkingservices@utsouthwestern.edu). If you fail to schedule or appear your appeal will be read without you.

The Parking Citation Appeals Committee meets monthly to review submitted appeal forms and rule on cases. The appeals committee reviews an appeal by considering facts such as the type of violation, previous tickets, area signage, existing parking permit, and the appellants. The committee then chooses one of four options:

- Reduce the citation to a warning and waive the fine amount.
- Uphold the citation but reduce the fine amount.
- Uphold the citation and keep fine amount as written.
- Void the citation.

Keep your explanation as short as possible while still providing pertinent information. Consult [Policy FSS-257 Campus Parking](#) to ensure your appeal is well-founded and that you are familiar with the violation for which your vehicle was cited. Results are emailed directly to the appellant.

Common reasons for **unsuccessful** appeals:

- Lack of knowledge of the rules or regulations
- Disagreement with Parking policy or fees
- Unavailability of legal parking space
- Failure to purchase any permit or the appropriate permit
- Inclement weather
- Late arrival for class, meeting, appointment, or work
- First parking violation on campus
- Non-receipt of citation
- Other vehicles were also parked improperly
- Only parked illegally for a short period of time
- Stated failure of enforcement staff to ticket previously for similar offense
- Inability to pay the amount of the fine
- No other place to park
- "I admit I was illegally parked, but I was only gone a few minutes"

- "I knew it was a no-parking zone, but cars park there all the time and never get ticketed"
- "I was using my personal car for University business"
- "I didn't know I couldn't park there"
- "I was ill and had to use the restroom"