

TOWN OF ORLEANS
Parking Clerk/Hearing Officer

19 School Road | Orleans, MA 02653
508-240-3700 ext. 2320 | parkingclerk@town.orleans.ma.us



TO: Orleans Parking Clerk/Hearing Officer

RE: **WRITTEN APPEAL** – Parking Ticket Violation

Name: _____ Citation Number _____

Address _____ Lic. Plate Number _____

_____ Telephone _____

Email: _____

*One appeal per ticket. **ALL DECISIONS ARE FINAL.***

WRITTEN APPEAL STATEMENT *(Please print legibly):*

Signature

Date

Town of Orleans – Parking Program Instructions on how to file an appeal

Tickets may be appealed to the Parking Clerk/Hearing Officer within 21 days of the ticket being issued. Tickets may be appealed in several ways:

APPEAL ONLINE at www.appealvats.com

PARKING TICKET APPEAL FORM ([CLICK to access and download fillable form](#))

Fill in the top section with your name, mailing address and telephone number. Please supply the citation ticket number as well as your vehicle's license plate registration number. In the "Statement" section, please state your reasons in detail for the appeal. Please supply any other documentation that may have a bearing on your appeal such as photographs, receipts, placard, diagrams, maps or other documents.

If you have a valid Orleans resident beach sticker (not an Over Sand Vehicle sticker or Transfer Station sticker) or a handicapped placard please include a copy along with the appeal form.

APPEAL BY MAIL:

Mail your completed appeal form and any documentation to Town of Orleans Parking Clerk, 19 School Road, Orleans, MA 02653. You may also deposit your appeal/documentation envelope addressed to the Parking Clerk in the drop box located outside the entrance to Town Hall.

APPEAL BY EMAIL:

Email your completed appeal form, sending it as an attachment, to the Parking Clerk/Hearing Officer at parkingclerk@town.orleans.ma.us.

All appeals will be reviewed by the Parking Clerk/Hearing Officer and a decision rendered within 21 days. You will be notified in writing of the decision either by email or mail.

Note: Until further notice, all parking ticket appeals must be submitted in writing either online or mailed/mailed to the Parking Clerk/Hearing Officer as outlined above.