



# VILLAGE OF MORTON GROVE STAFF REVIEW REQUEST FORM

This form is for Metra parking violations only.  
Incomplete or partial information will not be accepted.

Violation No(s): **MG** \_\_\_\_\_ License Plate No: \_\_\_\_\_

Violation Reason: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

A person who has received a Metra parking ticket is allowed to request, in writing, a Staff Review on two (2) tickets. If you receive a third or subsequent ticket(s), you will need to attend an Administrative Adjudication Hearing to contest the ticket.

Attendance at the Administrative Adjudication Hearing is not required for Metra parking tickets, unless as specifically stated. Those choosing to make payment for such violation may do so at Village Hall, by mail, or on the Village's website.

**I am requesting a review of the above listed violation(s), and the reason is based on the following fact(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Evidence may be enclosed which you believe supports your statement, i.e., pictures, witness statements, receipts, schedules, etc.)

**I hereby certify under penalty of perjury my statements are true and correct.**

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

If you do not receive a written decision to this Staff Review within fourteen (14) days, it is **your responsibility** to contact the Staff Review Office at 847/965-4100 for the results. Failure to contact the office within the designated time frame may result in an increase of fees, and a possible waiver of future rights to contest this violation.

This form and any documentation is to be sent to: **The Village of Morton Grove  
Attn: Staff Review Office  
6101 Capulina Avenue  
Morton Grove, Illinois 60053-2902**

For office use only: Valid (  ) Invalid (  ) Initials (  ) Dated: \_\_\_\_\_

# Instructions

## For Contesting a Metra Parking Citation/Violation

To request a Staff Review, your request must be in writing and received by the Staff Review Office ten (10) calendar days following receipt of the citation/violation issuance.

The Staff Review form can be obtained from Village Hall or the Village's website. Once completed, mail or deliver the form to the Staff Review Office, Village of Morton Grove, 6101 Capulina Avenue, Morton Grove, Illinois 60053. **Do not** use the envelope provided with the citation; this envelope is for submitting payment only.

When submitting the Staff Review Form for a Metra parking citation/violation, please remember to:

1. Enclose the original citation with the Staff Review Form.
2. Enclose any evidence you believe supports your claim. Examples include: pictures, witness statements, receipts, etc. Any documentation submitted will not be returned but will be retained for the record.
3. Incomplete or partial information will not be accepted. The Staff Review Officer will only make a decision on what has been provided. Additional information may not be mailed separately.

If you are requesting a Staff Review of a Metra parking citation/violation, no payment is necessary until a final Notice of Decision has been made. The Notice of Decision will be mailed to the address on record. If the citation is found to be "not valid" it will be dismissed and no further action will be required.

Based on your written explanation and supporting evidence, the Staff Review Officer will determine whether there is sufficient proof to dismiss the violation/citation. A written Staff Review Notice of Decision will be mailed to you.

If the Metra parking citation/violation is found to be "valid", you have the option to pay the fine at the original amount, or appear and appeal the decision at the designated Administrative Adjudication Hearing.