

Village of Palatine

CONTEST BY MAIL – Police Violations

BEFORE THE ASSIGNED HEARING DATE YOU MUST EITHER
PAY THE FINE OR CONTEST THE VIOLATION.

- **TO PAY ONLINE:** Visit www.palatine.il.us. On the main page click on **ONLINE PAYMENTS**, and complete all necessary information.
- **TO PAY IN PERSON:** Bring the violation notice to the Village of Palatine, 200 E Wood Street, Monday through Friday between 8:00am and 5:00 pm. A drop box is available near the main entrance of the Village Hall.
- **TO CONTEST BY MAIL:** Check the "Contest by Mail" box below. Send a copy of the violation along with a signed statement including your name, address, and daytime phone number setting forth facts that establish a defense. Enclose any copies of documents (e.g. photographs, police report, etc.) necessary to show you are not liable. Include the violation number on all supporting documents. Do not send original documents as they will not be returned. A decision will be mailed to you.
- **TO CONTEST IN PERSON BEFORE A HEARING OFFICER:** The hearing date appears on your violation. You are not required to attend if you have paid the fee. Hearings are held at the Palatine Police Department, 595 N Hicks Road.

***SHOULD YOU FAIL TO RESPOND TO THIS NOTICE, A DETERMINATION OF LIABILITY
MAY BE ENTERED AGAINST YOU AND THE FINE AMOUNT WILL INCREASE.***

All Notices will be mailed to the address of the vehicles registered owner (as recorded by the Secretary of State), or the individual who received notice.

PAYMENT OF THE INDICATED FINE SHALL OPERATE AS A FINAL DISPOSITION OF THE VIOLATION

BEFORE MAILING, YOU MUST COMPLETE THE FOLLOWING:

By placing your signature below, you acknowledge you are waiving your personal appearance before a hearing officer and consent to either your plea of liable or the decision of the hearing officer.

Violation Number

Name (printed)

Address / City / State / Zip

Signature

Date