

# Village of Palatine

## CONTEST BY MAIL – Police Violations

**WITHIN 35 DAYS OF THE ISSUANCE OF THIS NOTICE YOU MUST EITHER  
PAY THE FINE OR CONTEST THE VIOLATION.**

- **TO PAY ONLINE:** Visit [www.palatine.il.us](http://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:** Check the “Request a Hearing” box below. The hearing date appears on your violation. 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.***

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 MARK ONE OF THE BOXES BELOW.

Contest by mail       Request a Hearing

By checking either the “Contest by Mail” option and 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