

Please PRINT

Town of Saugus Parking Ticket Appeal Form

Complete the required information below and your dispute will be forwarded to Town of Saugus, MA Parking Officer for review. Once your appeal is submitted for processing your parking ticket will be placed on hold and no further action will be taken on this ticket until a decision is made by Town of Saugus, MA

It will take 30-60 days for you to receive a response to your appeal. You can check the status of your ticket appeal at <https://saugusma.rmcpay.com/>

If you enter the appeal online, and then send an additional appeal in writing - the appeal received FIRST will be taken. It will NOT be reviewed again.

TODAY'S DATE _____
YOUR NAME _____
PHONE # _____
STREET ADDRESS: _____
CITY – STATE - ZIP _____
EMAIL ADDRESS: _____ (Optional)

*(IF WE CANNOT DECIPHER YOUR EMAIL ADDRESS A RESPONSE WILL BE SENT VIA USPS MAIL – PLEASE PRINT LEGIBLY)
You will get a response letter in the mail. If you enter an email address you will get an email when the response is registered into the system. You will always get a letter in the mail*

TICKET# _____
DATE ISSUED _____
HVP PLACARD# _____
HVP PLC EXPIRATION DATE _____

VIOLATION # OR DESCRIPTION _____

WAS THIS YOUR VEHICLE? YES NO

IF NO, THEN YOU MUST PROVIDE DOCUMENTATION (LETTER) FROM VEHICLE OWNER GIVING YOU PERMISSION TO APPEAL THE PARKING VIOLATION FOR THEM.

BELOW, PLEASE DETAIL THE REASON YOU BELIEVE YOU ARE NOT RESPONSIBLE FOR THE TICKET ISSUED – GROUNDS FOR APPEAL: (CONTINUE ON BACK IF ADDITIONAL SPACE REQUIRED)

You can check the status of your ticket appeal at <https://saugusma.rmcpay.com/>

Once this has been reviewed, and a judgement issued - If you wish to appeal the ruling, you may call the Essex County Superior Court House, in Salem, MA at Clerk's Office (978) 744-5500, & ask for a Judicial Review. If you cannot afford the fees for filing – please ask the clerk about their options

