

**City of Urbana  
Vehicle Impoundment  
Administrative Hearing Request**

The owner(s) of record may contest the vehicle impoundment by completing this Administrative Hearing Request and returning it to the Finance Department no later than ten (10) business days after vehicle seizure. In addition, the owner(s) of record may request the hearing before or after impound and storage charges have been paid.

**Purpose of the Hearing**

The purpose of the hearing is to determine whether there was probable cause to impound the vehicle and whether the impounding officer was legally authorized to remove the vehicle. The hearing does not affect any related traffic citation or other criminal proceedings and anyone who wishes to challenge the charges underlying any such citation or criminal proceedings must do so in the appropriate court.

I, \_\_\_\_\_ hereby request an administrative hearing pursuant to Section 23-277 of the "Local Traffic Code." I understand the hearing must be conducted not more than ten (10) business days after the request for a hearing has been filed or at another agreed upon date. All interested persons shall be given a reasonable opportunity to be heard at the hearing. The formal rules of evidence shall not apply at the hearing, and hearsay evidence shall be admissible. The hearing officer may admit into evidence all relevant evidence, including incident reports, uniform traffic citations, driving record abstracts, affidavits of witnesses and live testimony. The hearing shall be open to the public and shall be recorded.

In addition to the above, if after the hearing the hearing officer determines that the vehicle was used in violation of the Local Traffic Code, the hearing officer shall enter an order finding the owner of record of the motor vehicle liable to the city for the amount of the administrative impoundment and police ordered tow fees, plus applicable towing and storage charges payable to the relocater. The administrative impoundment and police ordered tow fees shall be a debt due and owing the city. If after the hearing the hearing officer does not determine that the vehicle was used in violation of the Local Traffic Code, the hearing officer shall enter an order finding for the owner and for the return of the vehicle or cash bond. Thereafter, the owner shall pay all storage charges for an unredeemed vehicle beginning on the third calendar day after the date of the hearing officer's decision.

If the owner of record requests a hearing, but fails to appear at the hearing, the hearing officer shall make a determination by default, without the need of any testimony or other evidence that the motor vehicle was used in violation of the Local Traffic Code and shall enter an order finding the owner of record liable to the city for the amount of the administrative impoundment and police ordered tow fees, plus applicable towing and storage charges payable to the relocater.

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Petitioner's Signature

Date

