Marcia Mayeda, Director

REQUEST FOR ADMINISTRATIVE HEARING

Pursuant to Title 10, Section 10.04.075, of the Los Angeles County Code, any party who has been served with a Notice of Violation and Administrative Fine (Administrative Citation) may request an administrative hearing before a hearing officer to contest the imposition and/or the amount of the administrative fine. The request must be filed with the Department within fourteen (14) calendar days following service of the citation and must be accompanied by a deposit equal to the full amount of the administrative fine.

Required Items for Administrative Hearing
(Application will not be accepted if an item is missing):

1. **Completed Request for Administrative Hearing application with original signature in blue or black ink.**
2. **The request must be received by the Department within fourteen (14) calendar days following the date of service on the Notice of Violation and Administrative Fine (Administrative Citation) at any County Animal Care Center or by mail.**
3. **The grounds forming the basis for the hearing request.**
4. **A deposit equal to the full amount of the administrative fine or a signed request for hardship waiver. *(Make checks payable to "County of Los Angeles DACC")***

1. Subject Name, Address and Animal Information				**FOR STAFF ONLY**
First Name:	Last Name:			Date Application Filed:
Street Address:				Date Administrative Notice was served:
City, Zip:				Admin Cite #: Activity #:
Animal Type: ☐ Dog ☐ Fowl ☐ Other:		Animal Name:		Hardship Waiver Attached: Yes ☐ No ☐
Breed:	Color:	Age:	Lic. #:	Amount of Administrative Fine: $_____

I want to have a hearing (select one):

☐ By Declaration. I will mail a statement and all evidence within the next 14 days to: Administrative Citation Hearing Officer
County of Los Angeles Department of Animal Care and Control
5898 Cherry Avenue
Long Beach, CA 90805

(**Failure to submit a written statement/evidence will not delay the hearing and may result in a finding that the violation was committed.**)

☐ In person (please read statement below).

You will be given no less than fourteen (14) calendar days prior written notice of the date and time of the hearing via U.S. mail. At the hearing, you will have the opportunity to present evidence relevant to the hearing officer's determination of the matter. If you do not appear at the hearing the hearing will continue in your absence, the officer's decision becomes final and you will lose any right to contest the imposition of the administrative fine in a court of law. (LACC, Section 10.04.075)

2. Statement Contesting Imposition of Administrative Fine (You may continue your statement on the reverse side. Please attach any supporting evidence you would like the Hearing Officer to consider.)

3. Applicant or Owner Certification (Original Signature in Black or Blue Ink)

I hereby certify under penalty of perjury that the information provided herein, including all attachments, is correct to the best of my knowledge.

By: _____ **Signature:** _____ **Date:** _____
(PRINT OR TYPE NAME) **(MUST BE SIGNED IN BLACK OR BLUE INK)**