



# REQUEST FOR ADMINISTRATIVE HEARING APPLICATION FORM



Marcia Mayeda, Director

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 thirty (30) calendar days following service of the citation and must be accompanied by a deposit equal to the full amount of the administrative fine.

<b>Required items for this request (Application will not be accepted if an item is missing):</b>		
<p><b>A. Completed Request for Administrative Hearing application.</b></p> <p><b>B. The request must be received by the Department within thirty (30) 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.</b></p> <p><b>C. The grounds forming the basis for the hearing request.</b></p> <p><b>D. 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")</b></p>		

1. Subject Name, Address and Animal Information		FOR DACC STAFF ONLY
Last Name:	First Name:	Date Application Filed:
Street Address:		Date Administrative Notice was served:
City, Zip:		Admin Cite #:                      Activity #:
Phone:	Email:	Hardship Waiver Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Animal Name:	Animal Type: <input type="checkbox"/> Dog <input type="checkbox"/> Fowl <input type="checkbox"/> Other:	Amount of Administrative Fine: \$ _____

I want to have a hearing (select one):

By Declaration. I will mail a statement, payment, and all evidence to:

Administrative Citation Hearing Office  
County of Los Angeles Department of Animal Care and Control  
5898 Cherry Avenue  
Long Beach, CA 90805

Please note that:    1) Failure to submit a deposit with your written statement / evidence will not delay the hearing and may result in a finding that the violation was committed.

                                  2) This downloaded document cannot be submitted by email. The document must have an original signature and cannot not be a copy of a signature.

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)

<b>2. Statement Contesting Imposition of Administrative Fine (Please include any supporting evidence you would like the Hearing Office to consider.)</b>

<b>3. Applicant or Owner Certification (Original Signature in Black or Blue Ink)</b>		
<i>I hereby certify under penalty of perjury that the information provided herein, including all attachments, is correct to the best of my knowledge.</i>		
By: _____ <small>(TYPE NAME)</small>	Signature: _____ <small>(SUBMITTER)</small>	Date: _____