

CONTESTED PARKING CITATION FORM

If you wish to contest a parking citation issued by the Village of Bayside Police Department:

- 1) Fully complete the information requested on this form.
- 2) Present the completed form **along with the citation** to the Clerk of Court to receive a court date. The Court Clerk’s office is located in the lobby of the Glendale Police Department, 5909 N. Milwaukee River Parkway, Glendale WI 53209 and is generally open from 7:30am to 3:30pm Monday through Friday. The Clerk will mail your court date scheduling notice.

REQUIRED INFORMATION	
Parking Citation Number	
Date Citation Issued	
Plate/VIN Number	
Your Name	
Your Street Address	
Your City, State, Zip	
Your Date of Birth	
Your Driver’s License Number	
Your Telephone Number	
Registered Owner’s Name (If different than above)	
Registered Owner’s Date of Birth	
Date of request/today’s date	

IMPORTANT INFORMATION

All requests to contest a parking citation **MUST** be made within 60 days of the date the parking citation was issued. Citations issued beyond the 60 limit will **NOT** receive a Court date and cannot be contested.

To avoid a late fee, you must contest a parking citation within 10 days of the date the citation was issued. Late Fee Schedule information is located on the front of your citation.