

Parking Ticket Protest Procedure

Effective July 6, 2009, the following procedures **MUST** be adhered to when protesting a **PARKING TICKET** (pleading not guilty). Failure to follow these specific instructions **WILL** result in the plea request being denied.

- Protests of parking tickets (a plea of not guilty) can **ONLY** be made **IN WRITING** through a sworn affidavit and **WITHIN 14 DAYS** of receipt of the ticket (issuance date).
- To protest your parking ticket, you **MUST** submit a **SIGNED and NOTARIZED AFFIDAVIT** – available at the City of Troy Treasurer’s Office or on the City of Troy website www.troyny.gov
- Please forward the signed and notarized affidavit and explanation to support the plea, together with a copy of the issued ticket and a self addressed stamped envelope within 14 days of the ticket’s issuance date. You may drop them off at the City’s Treasurer’s Office in Troy City Hall, or you may mail it to:

City of Troy
Treasurer’s Office Parking Bureau
One Monument Square, Troy, New York 12180.

*(Mailed affidavits must be **POST MARKED** on or before 14 days of the ticket’s issued date.)*

- A written response regarding the disposition of the protested parking ticket will be mailed to you from the City of Troy Office of Corporation Counsel within 30 days of the City’s receipt of your affidavit and supporting documentation.