



**City of West Hollywood**  
**Legal Services Division**  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6481

## ***ADMINISTRATIVE HEARINGS***

### **STATEMENT OF RIGHTS AND RESPONSIBILITIES**

You have applied for or been granted an administrative hearing for the adjudication of a contested citation issued pursuant to the City of West Hollywood Municipal Code. The hearing, held before an Administrative Hearing Officer, will be informal and rules regarding the admissibility of evidence will not be strictly applied. The Administrative Hearing Officer will make a decision based on all the relevant and credible evidence available. Please read this statement carefully, then complete the bottom portion and return the form to the Legal Services Division before the start of your hearing.

Be advised that:

1. All hearings will be recorded.
2. If you are not the person named in the citation, you must state your reason for appearing.
3. The Administrative Hearing Officer will consider for disposition only those citations that have been prepared for hearing.
4. You will be asked to state your reasons for contesting this citation.
5. The original or any true copy of the citation containing all material and required information is *prima facie* evidence that the violation occurred. "Prima facie" evidence is that which, if not explained or contradicted, is sufficient to prove the violation. The issuing officer will not be required to be present at the hearing.
6. You have the right to challenge the citation by introducing evidence at the hearing that rebuts (explains or contradicts) the violation alleged by the citation. Such evidence may include, but is not limited to, records, documents or testimony of witnesses. All of your evidence must be presented at the hearing and will be retained by the City.
7. You are to remain in the hearing room until your hearing is completed. If you should leave prior to the completion of your hearing, a decision will be made based upon the evidence presented up until the time you leave.
8. The result of your hearing will not be provided in person, but will be mailed to you at a later date.
9. You have the right to appeal the final determination of the Administrative Hearing Officer within 20 days of the mailing of the result of your hearing. Appeals are heard in the Los Angeles County Superior Court, Stanley Mosk Courthouse.

I have read the above and understand my rights and responsibilities.

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_

Citation #: \_\_\_\_\_ Date: \_\_\_\_\_