

PARKING TICKETS
VIOLATION
PROCEDURE AND/OR PENALTY

You may either plead guilty or not guilty to the offense charged. A plea of guilty will have the same effect as a finding of guilty after trial.

You may also enter your plea to the charge in person at the City of Port Jervis City Clerk – Treasurer’s office, on any non-holiday weekday between the hours of 9:00am – 4:30pm or by completing the form on the reverse side of the ticket and returning the ticket by mail to:

City of Port Jervis Parking Ticket Return
P.O. Box 1002, 20 Hammond Street
Port Jervis, New York 12771

If you plead guilty by mail your plea **MUST** be accompanied by payment of the fine. Payment can be in the form of cash, check, money order or credit card if paying in person. Payment by mail must be in the form of money order or check. No credit cards are accepted by mail.

If you plead Not Guilty, you will be advised by mail at the address you provide on the reverse side of the ticket, as to when to appear in City Court for a pre-trial conference.

Penalty Notice:

If the ticket is not answered within thirty (30) days of the date of violation, a late penalty in an amount of the original fine shall be added to all fines and penalties previously assessed,

AND

If the ticket is not answered within sixty (60) days of the date of violation, an additional late penalty in an amount of the original fine shall be added to all fines and penalties previously assessed,

AND

If this ticket is not answered within ninety (90) days of the date of violation, an additionally penalty of twenty (20) dollars shall be added to all other fines and penalties previously assessed.

Additionally, failure to answer this parking ticket may result in one (1) or more of the following consequences:

1. You being classified a scofflaw thereby resulting in the denial of the renewal of your registration.
2. The filing of a civil default judgement against you that may adversely affect your credit rating.
3. Potential impoundment of your vehicles, if you have (6) six or more delinquent parking tickets.

Your failure to appear for a scheduled court date may result in a default judgement against you for the fine amount including any penalties.

Fill out the reverse side of your ticket and follow the above instructions.