



Sleepy Hollow Police Department

Thorobred Lane, Sleepy Hollow, IL 60118
847-426-4425 - 847-426-4082 Fax

REQUEST FOR REVIEW OF AN ORDINANCE CITATION

This is my request for review of a Sleepy Hollow Notice of Ordinance Violation ("PV Ticket"). I have indicated below in the "Explanation of Request" section the reason(s) I feel the ticket should be voided. I understand that this request must be filed with the Village within 10 days of my receipt of the Ticket. I am requesting that the PV Ticket be voided for the reasons stated. I understand that the Police Department will promptly review this request, that it may result in the Ticket being voided, but also, it may result in the ticket being confirmed, and that the Department will send me a response as soon as practicable.

The PV citation should not be attached to this request - and it must be retained by you.

Issuing Officer Identification # _____		Citation # _____	Citation Issue Date ____/____/____
Name _____		Home Telephone: _____	
Address _____		Work Telephone: _____	
City _____	State _____	Zip Code _____	
Violation: _____			
Explanation of request: _____			

(use back side for further explanation)			
Signature _____		Date ____/____/____	
<i>Must be signed by person identified in the PV Ticket</i>			

Office Use Only Below This Point

<input type="checkbox"/> Citation to be voided	<input type="checkbox"/> Citation not to be voided	Date ____/____/____
Officer Signature _____ Badge # _____		
<input type="checkbox"/> Citation to be voided	<input type="checkbox"/> Citation not to be voided	Date ____/____/____
Supervisor Signature _____ Badge # _____		
Chief of Police Signature _____		Date ____/____/____

To: _____	Date Disposition mailed: ____/____/____

_____	Citation # _____

Your Request for review of citation has resulted in the following disposition:

- ☐ Request Approved - Citation will be voided with no further action required by you
- ☐ Request Denied - Payment of fine is required within 10 days of the date this disposition is mailed **OR** you can request an Adjudication Hearing or a Local Court Date to appear and dispute the ordinance citation. To request an Adjudication Hearing or a Local Court date, you must contact the Sleepy Hollow Police Department-Records Division, either in person or by telephone Monday – Friday, 7:00 a.m. to 3:30 p.m. If the fine, a request for Adjudication Hearing, or a Local Court date is not received within 10 days, a mandatory Notice to Appear in court will be issued to you to answer to the charge(s).

Supervisor Signature _____ Date ____/____/____