



Crystal Lake Police Department

100 W. Woodstock Street
Crystal Lake, Illinois 60014



David R. Linder
Chief of Police

815 / 356-3620

Parking Ticket Mediation Request

Complete the form listed below with your **Name, Address, City, State, Zip Code, Ticket #, and Violation.** This is a self-mailing form. If this information is not completed correctly, you will not receive a reply and will be liable for all fines and late fees.

| | | |
|-------|-----------|-------|
| _____ | Ticket # | _____ |
| _____ | Violation | _____ |
| _____ | | _____ |

The purpose of this form is for you to communicate with the Parking Administrator. Completion of this form **DOES NOT** relieve you of any fines or penalties associated with this ticket. You will be mailed a response with a disposition.

State reason for this request: _____

Signature _____ Date _____

Telephone Number _____

POLICE DEPARTMENT USE ONLY

Parking Administrator's Comments _____

DISPOSITION

_____ **WARNING** - Due to circumstances or mitigating factors violation is reduced to a warning.
No fine

_____ **VIOLATION NOT SUSTAINED** - No fine

_____ **VIOLATION SUSTAINED** - Amount Due \$ _____ Due Date : _____

Contact the Crystal Lake Police Department at 815-356-3620 if you are interested in obtaining a court date.

Parking Administrator's Signature : _____ Date: _____

DISTRIBUTION: White – Parking Administrator Canary – Parking Administrator Pink - Citizen