

CITY OF CRYSTAL LAKE

Administrative Adjudication Hearings

F. A. Q.

This brochure is intended only to be an informational guide for the City of Crystal Lake Administrative Adjudication hearings. You may obtain a complete copy of the Rules and Regulations governing hearing procedures from the City of Crystal Lake manager's office.



City of Crystal Lake
100 West Woodstock Street
P.O. Box 597
Crystal Lake IL 60039
(815) 459-2020



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Background

The Procedure:

A City inspector, parking enforcement officer, investigator or police officer may issue a ticket or notice of violation, or file a complaint against a person or an entity. A case also may be initiated following a citizen or community complaint. Upon receipt of a ticket, complaint or notice of violation ordering an individual to appear at a hearing before the Division of Administrative Adjudication, the individual or their representative must be present on the date and time specified.

The Hearing Process:

At the onset of the hearing the Administrative Adjudication hearing officer will make an opening statement, identifying themselves, their role, and establish the order in which cases will be called. The hearing will begin immediately and both sides will be given an opportunity to present testimony and evidence. All live testimony is given under oath and tape recorded. The ticket, complaint or notice of violation written against an individual may be enough evidence to prove or disprove the City's case.

The Decision:

After both sides have been heard, the Administrative Law Judge will make a determination based on the evidence presented. If an individual is found liable, fines, penalties and costs may be imposed according to the guidelines set forth in the City Code. The Administrative Law Judge decision will be in form of a written document that the individual will receive at the end of the hearing. All fines are made payable to the City.

Frequently Asked Questions

Q.) *What is an Administrative Hearing?*

A.) An administrative hearing is a civil, not criminal proceeding. Cases filed in adjudication are punished by fines and a variety of other penalties, excluding jail time.

Q.) *What type of cases are heard by the Administrative Adjudication Division?*

A.) Police issued tickets
Fire code violations
Building code violations
Overflowing garbage dumpsters
Zoning violations

Q.) *How are participants notified that a hearing has been scheduled?*

A.) Parties directly involved in the hearings receive a written notice of the hearing at least seven days before the hearing starts. Also, located on ticket or notice.

Q.) *Where do hearings take place?*

A.) Scheduled hearings are held at City Hall, 100 West Woodstock Street, main entrance, Council Chambers room.

Q.) *What time do the hearings begin?*

A.) Hearings begin promptly at 9:00am. Please follow the information provided on your notice, concerning date and time.

Q.) *Are hearings open to the public?*

A.) Yes. In general, hearings are open to the public. Disruptive people will be removed.

Q.) *Do I need to be present at the hearing?*

A.) Yes. You must attend the hearing. If you fail to attend, you may have a default judgment entered

Q.) *What if I miss my hearing?*

A.) If the individual or a representative fails to appear for the scheduled hearing, the individual is found in default and the Administrative Law Judge will conduct the hearing in their absence. Any fines and penalties will still be levied on the individual. If the individual is a default due to illness or emergency, they will have 21 days to request hearing.

Q.) *What should I bring to the hearing?*

A.) You should bring any documents or materials you want to present to the Administrative Law Judge as evidence. You should make arrangements to have any person or persons attend that you want to testify as a witness.

Q.) *Do I need an attorney?*

A.) The individual contesting charges may represent himself or herself, hire an attorney to represent them at their own expense or, in some cases have a representative attend the hearing on their behalf.

Q.) *When will the Administrative Law Judge issue a decision in my case?*

A.) The decision will be given at the end of the hearing and in a written form.

Q.) *What if I have questions not addressed here?*

A.) You can always contact the Administrative Law judges administrative assistant at (815) 459-2020 ext. 4273