



**JERSEY CITY MUNICIPAL COURT**  
365 Summit Avenue  
Jersey City, New Jersey 07306  
(201) 209-6700

**USE THIS FORM IN DEFECTIVE PARKING METER CASE ONLY**

You have advised the court that you wish to contest a parking ticket issued to you, your defense to the ticket being that the parking meter was "defective." Accordingly, you are instructed to do the following:

1. Retain the ticket you received and await further instruction from the court.
2. Completely fill out the **Request for Inspection of Parking Meter by Parking Division** form attached.
3. Return the completed form to the Jersey City Municipal Court, 365 Summit Avenue, Jersey City, New Jersey 07306, Attention: Correspondence Unit, or FAX the form to 201-459-0951 or 459-1338.
4. The court will request that the Parking Division check the meter in question and furnish the court with a written inspection report.
5. Upon receipt of the report from the Parking Division, you will be notified of the report. If the report indicates the meter was not defective, you obviously could plead guilty and pay the fine. However, should you still wish to contest the issuance of the ticket (plead NOT GUILTY), then the matter will be listed for trial and you will be notified of the trial date.

If the report from the Parking Division confirms your contention that the parking meter was defective, then the ticket will be forwarded to the Chief Judge of the court and the ticket will be dismissed.

REQUEST FOR INSPECTION OF PARKING METER BY PARKING DIVISION

**NOTICE TO VIOLATOR:** You must completely fill out this form and then immediately return it to the Jersey City Municipal Court, 365 Summit Avenue, Jersey City, New Jersey 07306, Attention: Correspondence Unit, or FAX the form to 201-459-0951 or 459-1338. If you have more than one ticket, you MUST fill out a separate request for each ticket.

My name is \_\_\_\_\_

My address is \_\_\_\_\_

I am the owner of the following vehicle:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate No: \_\_\_\_\_ State: \_\_\_\_\_

On \_\_\_\_\_ (date), I received a parking ticket and I am scheduled to appear in

court on \_\_\_\_\_ (date)

The ticket number is \_\_\_\_\_, I wish to contest this ticket.

My defense is that the parking meter was defective.

Vehicle Identification No. (VIN): \_\_\_\_\_

Parking Meter No.: \_\_\_\_\_ Location of Meter: \_\_\_\_\_

Date and Time Parking Ticket was issued: \_\_\_\_\_

If your defense to the parking ticket is other than a defective meter, state the defense in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you or any family member employed by the City of Jersey City, the Jersey City Municipal Court, and/or the Jersey City Parking Division? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(your signature)

\_\_\_\_\_  
(print your name)