



CITY OF HOUSTON

Municipal Courts Department

CITY OF HOUSTON
MUNICIPAL COURTS
1400 LUBBOCK ST.
HOUSTON, TX 77002
T. (713) 837-0311
www.houstontx.gov/courts

PARKING CITATION HEARING PROCEDURES

A parking citation issued by the City of Houston provides that the person charged with a parking, stopping or standing violation shall have the right to an “instanter” hearing to determine the issue of liability for the charged violation; if requested within (30) days of the issuance of that citation.

In-Person

You have (30) days from the date the citation was issued to contest your citation in person. You or your attorney must appear in person at the Parking Adjudication Office at 1400 Lubbock St., Houston, TX: M-F 8:30 a.m. to 10:00 p.m., Saturday 8:00 a.m. to 5:00 p.m. (closed noon to 1:00 p.m. for lunch on Saturdays). See www.parkhoustontx.org for more information.

An audio recording shall be made of each hearing and the recording and any documents or exhibits introduced at the hearing shall be retained until the time to file an appeal has expired. At the conclusion of the hearing, the Adjudication Hearing Officer shall issue a finding stating whether or not the person charged is liable for the violation of a parking, stopping or standing ordinance and the amount of any fine, costs or fees assessed against that person.

Online Hearings

You have seven (7) days from the date the citation was issued to contest your citation online. You may contest your citation online if it is within seven (7) days from citation issuance. *NOTE:* If the citation prefix is P or V, you have (7) days after the citation is entered in the system to contest online.

Online hearings: <https://houstontxparking.t2hosted.com/app/index.aspx>.

If your citation has not been entered in system, you can email a complete copy to parking@houstontx.gov or fax to 832.395.9487 for data entry.

An online hearing is an official hearing and the hearing results are binding. All testimony and evidence is required to be submitted at the time the hearing is entered. There will not be another opportunity to submit further evidence.

Hearings by Mail

Hearings by mail shall be mailed within (30) days of the issuance of the citation and shall be conducted only if the citizen resides outside of Harris County, TX. Exceptions may be made if the citizen provides proof from a medical doctor that they suffer from a medical condition that prevents them from appearing in person.

Failure of a person charged with a parking violation to contest or pay same within (30) days from the issuance of the citation shall be considered an admission of liability for the charged violation and an order shall be issued on that basis. The right to a hearing will have been waived and a delinquent fee will be added to the fine listed on the citation.

PARKING CITATION APPEAL PROCEDURES

If dissatisfied with the Adjudication Hearing Officer’s decision, you may appeal to the Houston Municipal Courts by filing a Notice of Appeal, **in person**, no later than the 30th day after the filing of the Adjudication Hearing Officer’s decision. The petition must be filed with the Parking Management Cashier at the Municipal Courts, 1400 Lubbock St., Houston, Texas. You must post a cash bond and an administrative fee for each of the parking citation(s) appealed. If the appeal is successful, the bond and fees are refunded.

You must pay the amount of the fine in each case plus a \$15 administrative fee for each citation in order to appeal. No new evidence or oral arguments will be accepted, and you do not have to appear for the appeal hearing.

The results of the appeal will be mailed to you at the address you have provided following the appeal hearing.