



COASTAL ANIMAL SERVICES AUTHORITY

**San Clemente – Dana Point
Animal Shelter**

**Kimberly Cholodenko – Animal Services
Program Manager**

**CASA MAILING ADDRESS
221 AVENIDA FABRICANTE
SAN CLEMENTE, CA 92672**

**TELEPHONE: (949) 492-1617
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BARKING CITATION APPEAL REQUEST

CITATION NUMBER	DATE CITATION ISSUED	TODAY'S DATE	
LAST NAME		FIRST NAME	
ADDRESS	CITY	STATE	ZIP CODE
DAY PHONE NUMBER		ALTERNATE PHONE	

I have been issued the above referenced citation for nuisance barking and I wish to appeal the issuance of the citation. I understand that the appeal will take place before a hearing officer appointed by the Animal Services Program Manager, and that I will be advised of the date, place and time of the hearing by CASA Animal Services staff. I understand I will have the opportunity to provide testimony, and present evidence and witnesses on my behalf.

I understand that there is a \$25.00 twenty-five dollar fee for the appeal and that I will submit the fee with this appeal form. Fees must be in the form of a check or money order made payable to "CASA" and the citation number must be written on the face of the check or money order.

I understand that this appeal request and \$25 dollar fee must be received by CASA within (15) fifteen days of the issuance date of the citation or I haven't submitted a valid appeal request and subsequently failed to exhaust an administrative remedy, therefore the citation fee and any late fees will apply.

I understand that I am required to attend the scheduled administrative hearing and my failure to do so will constitute my abandonment of the appeal process. The citation will stand as issued, and the fine and any late payments will be due and payable. I understand that the complainant who filed an affidavit under penalty of perjury, which was the grounds for the citation, will also be required to attend the administrative hearing. The complainant's failure to attend the administrative hearing will be grounds for dismissal of the barking citation. You may request one continuance of the administrative hearing. The request for a continuance must be made in writing to the Animal Services Program Manager (Director) and must be received (1) week, (seven (7) days) prior to the hearing date. The request for continuance can be faxed, mailed, e-mailed, or delivered in person to the shelter as long as it is received within the time constraints.

I understand the hearing officer will make his/her decision at the conclusion of the administrative hearing. The hearing officer's decision is final, and he/she does not have the authority to reduce the fine. If the citation is upheld, the fine is due and payable at the conclusion of the administrative hearing. You may request the hearing officer grant a short extension for payment of the fine. For more information, please see the San Clemente Barking Dog procedures under the "Animal Services" link at; www.san-clemente.org.

Signature