
Visitor and Employee College Summons Appeal Form

Date: _____

The purpose of this form is to provide a mechanism to appeal traffic and parking summonses received while on the Middlesex County College Edison campus. Appeals must be submitted within 14 days of ticket issuance date to be considered. Complete this form in its entirety and submit to the Police Department in Gateway or fax it to 732.321.0240.

Appeals will be reviewed by the Captain of the Police. Please include the original or photocopy of the summons received with the submission stating the basis for the appeal. You may also provide any proof, photographs, or documentation that you believe may help your appeal.

Check the appropriate box:

Visitor Employee Department: _____

Print Your Name & Address Clearly

Name: _____ Daytime Phone Number: _____

Address: _____

Location of Violation: _____

I hereby appeal Summons # _____ issued on _____
(Date summons issued)

My reason is as follows:

Signature

FOR OFFICIAL USE ONLY:

Action: Upheld Void Date: _____ Initials _____