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## 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

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**FOR OFFICIAL USE ONLY:**

Action: Upheld   Void

Date: \_\_\_\_\_ Initials \_\_\_\_\_