



How to Appeal a Civil Ticket

1. Obtain a Civil Ticket Appeal Form

- Download [Appeal Form](#) from website.
 - www.clevelandohio.gov/city-hall/departments/building-housing/forms-resources
- Call 216-664-4365 to request a form be mailed to you.

2. Fill Out the Appeal Form



CITY OF CLEVELAND
Mayor Justin M. Bibb

Statement of Appeal of Notice of Civil Offense

Ticket ID # _____ *Date Notice Issued:* _____
Property Address: _____
Property Owner: _____ *Phone #* _____
Owner Address: _____ *Email Address:* _____
Applicant Name: _____ *Applicant #* _____
Applicant Address: _____ *Applicant Email:* _____

I appeal the Notice of Civil Offense issued to me on the following grounds. I am attaching evidence in support of my appeal.

3. Select an Appeal Option

1. Decide Appeal based on evidence submitted with the form
 - You will receive the decision after the appeal is filed.
2. Request a Virtual Hearing
 - You will be emailed a date, time, and a link to join the virtual hearing room.
3. Request an In-Person Hearing
 - Availability limited. You will be notified by mail of the date and time of hearing.

Failure to appear at a hearing will result in a decision based on submitted evidence.

4. Sign and Submit the Form

- Email form and evidence to CivilAppeals@clevelandohio.gov
- Mail form and evidence to:

City of Cleveland Building and Housing Department / Civil Appeals
601 Lakeside Avenue E, Room 510
Cleveland, OH 44114



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Ticket ID # _____ Date Notice Issued: _____

Property Address: _____

Property Owner: _____ Phone # _____

Owner Address: _____ Email Address: _____

Applicant Name: _____ Applicant # _____

Applicant Address: _____ Applicant Email: _____

I appeal the Notice of Civil Offense issued to me on the following grounds. I am attaching evidence in support of my appeal.

(Add additional pages if needed)

I ask that the Department of Building and Housing rescind the Notice of Civil Offense or reduce the fine of \$200 for the offense. **(Select One Option)**

___ I request that the Department of Building and Housing decide my appeal based on this statement and the evidence I have submitted.

___ I request that the Department of Building and Housing set a virtual hearing on my appeal through an online conferencing platform. My email address for the link is: _____ . (You will be emailed a link for the hearing, specifying the date and time. Failure to appear will result in a decision based on this appeal statement and attachments and any evidence in the record at the time of the hearing).

___ I request that the Department of Building and Housing set an in-person hearing on my appeal. (In-person hearings are assigned based on availability and selecting this option could lead to delay in scheduling. You will be notified by mail of the date, time, and location of the hearing. Failure to appear will result in a decision based on this appeal statement and attachments and any evidence in the record at the time of the hearing).

Printed Name

Signature

Phone No.: _____

Email: _____