

# How to appeal a citation

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THE UNIVERSITY OF TEXAS AT EL PASO



EXAMPLE



# PARKING AND TRANSPORTATION

ANNOUNCEMENTS ▾ ABOUT ▾ PARKING ▾ TRANSPORTATION ▾ OTHER SERVICES ▾ PEOPLE ▾ FAQs ▾ CONTACT ▾

MY UTEP RESOURCES FOR ▾ QUICK LINKS ▾

## ABOUT

Vision and Mission

MY PARKING ACCOUNT

CITATIONS

EVENT PARKING

SCHEDULE APPOINTMENT

## CONNECT WITH US

The University of Texas at El Paso  
Parking and Transportation  
Mike Loya Academic Services Building  
Room 122

UTEP > PARKING AND TRANSPORTATION

## Parking and Transportation

Go to [utep.edu/parking-and-transportation/](http://utep.edu/parking-and-transportation/) and click on “My Parking Account”.



### My Parking Account

- Purchase parking permit
- Update permit record / vehicle information

Go to My Parking Account

### PTS Apps

- [Miner Metro Passio GPS Tracker](#)





Click on "Login" to start with the process.

### CITATIONS

Citation Number \*

State \*

Texas ▼

Plate Number \*

Search Citations

### PERMITS

Get Permits

Submit Form





## Customer Authentication

If you are a student or staff member with the university, please click the button below to Login.

Student, Faculty/Staff Login

Select "Student,  
Faculty/Staff Login"

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

Guest Login

For more information visit our [webpage](#)





## UTEP Single Sign On

The username format is "user" from your email address "user@domain.edu".  
Please do not enter your entire email address for the username.

Please login

[Forgot password?](#)

Login

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

Log in with your  
UTEP Credentials





Click on "View Your Citations".

### CITATIONS

[View Your Citations](#)

0

[View Your Letters](#)

0

Citation Number \*

State \*

Texas

Plate Number \*

Search Citations

### PERMITS

[View Your Permits](#)

1

Get Permits

Submit Form

For more information visit our [webpage](#)





Some citations are not eligible for appeal. Review Parking & Transportation Regulations for more information." [ <https://www.utep.edu/parking-and-transportation/parking/parking-basics.html> ]

UTEP Students, Faculty, and Staff must pay citations through Pete's Payments. my.utep.edu

[Click here to be redirected to my.utep.edu to sign in with your UTEP credentials.](#)

Once signed in, please select the Pete's Payment Options icon (pictured below).



Guests and visitors may pay below. If you are unable to add a citation to your basket please contact the parking office at parking@utep.edu or call us at 915-747-5724

Click on "Appeal".

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation
<a href="#">17202303132</a>	Unpaid	<b>\$30.00</b>	06/15/2022	U36***	V-2 SUN BOWL VISITOR	Appeal

Note: Citations may only be appealed on the first 18 days after the citations was issued.



Confirm Plate Number

Plate Number

Close Confirm

The portal will ask you to enter the plate number of the vehicle linked to the citation. Click "Confirm".

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YOUR CITATION(S) TOTAL **\$30.00**

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation
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For more information visit our webpage





## Appeal Agreement

Review the details of your citation below and carefully read the agreement. When you are ready to proceed, click Next to continue.

**Citation Number** 17202303132

**Citation Date** 6/15/2022 9:52:00 AM

**License Plate** U3 [REDACTED]

**Citation Balance** \$30.00

**Payment Status** Unpaid

**Violation Description** Unauthorized Parking

### Attachments

Photo [IMG\_07302021\_095159\_674.jpg] Photo [IMG\_07302021\_095208\_678.jpg] Photo [IMG\_07302021\_095146\_461.jpg]

I agree that I have read and understood the rules and regulations of the parking office as they relate to citation appeals.

I have read and understand the above statements

Next >>

After you review the details of the citation, read the agreement and click on the box to select the checkmark, then click "Next".



## Appeal Details

Please complete the form below and click submit to submit your appeal. Check the box next to method by which you wish to be contacted about the results of this appeal.

Email

Phone

Appeal Reason (10 - 500 characters)

500 characters left

Attachments

Choose File No file chosen

\* indicates a required field

Submit

You will need to provide an email/phone to be contacted about the results of the appeal.

Complete this box with the reason why you want to appeal the citation and include attachments that support your reason.

Click on "Submit".





## Appeal Receipt

Please print the receipt below for your records.

<b>Appeal Number</b>	35891
<b>Citation Number</b>	17202303132
<b>Issue Date</b>	6/15/2022 9:52:00 AM
<b>Current Date/Time</b>	06/23/2022 12:08:39 PM
<b>Violation Description</b>	Unauthorized Parking
<b>Citation Balance</b>	\$30.00
<b>Payment Status</b>	Appeal Balance Due
<b>Appeal Reason</b>	test test test test test test

After clicking submit, an appeal receipt will show up. Please print the receipt for you records.





## View your Parking Citations

UTEP Students, Faculty, and Staff must pay citations through Pete's Payments. my.utep.edu

[Click here to be redirected to my.utep.edu to sign in with your UTEP credentials.](#)

Once signed in, please select the Pete's Payment Options icon (pictured below).



Guests and visitors may pay below. If you are unable to add a citation to your basket please contact the parking office at parking@utep.edu or call us at 915-747-5724

If you click again on "View Your Citations", the citation will be appealed. You are done!

YOUR CITATION(S) TOTAL **\$30.00**

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation
<a href="#">17202303132</a>	Appeal Balance Due	<b>\$30.00</b>	06/15/2022	U36***	V-2 SUN BOWL VISITOR	This citation has already been appealed

[For more information visit our webpage](#)

