How to appeal a citation

THE UNIVERSITY OF TEXAS AT EL PASO
Go to 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

The University of Texas at El Paso
Parking and Transportation
Mike Loya Academic Services Building
P.O. Box 19060
Click on “Login” to start with the process.
Customer Authentication

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

For more information visit our webpage.
Click on “View Your Citations”.
Click on “Appeal”.

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 Petes 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 Petes 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

<table>
<thead>
<tr>
<th>Citation #</th>
<th>Status</th>
<th>Balance</th>
<th>Issue Date</th>
<th>License Plate</th>
<th>Location</th>
<th>Appeal this Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I720200132</td>
<td>Unpaid</td>
<td>$30.00</td>
<td>06/15/2022</td>
<td>L06***</td>
<td>V-2 SUN BOWL VISITOR</td>
<td>Appeal</td>
</tr>
</tbody>
</table>

Note: Citations may only be appealed on the first 18 days after the citations was issued.
The portal will ask you to enter the plate number of the vehicle linked to the citation. Click “Confirm”.

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

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YOUR CITATION(S) TOTAL $30.00

For more information visit our webpage.
After you review the details of the citation, read the agreement and click on the box to select the checkmark, then click “Next”.

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: 1702303132
Citation Date: 5/10/2022 9:32:00 AM
License Plate: [redacted]
Citation Balance: $30.00
Payment Status: Unpaid
Violation Description: Unauthorized Parking
Attachments: Photo IMG_07302021_095159_474.jpg Photo IMG_07302021_095206_678.jpg Photo IMG_07302021_095145_401.jpg

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

I have read and understand the above statements

Next >>

For more information visit our webpage
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”.

For more information, visit our webpage.
After clicking submit, an appeal receipt will show up. Please print the receipt for your records.

<table>
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<td>6/15/2022 9:32:00 AM</td>
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<td>Current Date/Time</td>
<td>06/23/2022 12:08:39 PM</td>
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<td>Violation Description</td>
<td>Unauthorized Parking</td>
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<tr>
<td>Citation Balance</td>
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<td>Appeal Balance Due</td>
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<tr>
<td>Appeal Reason</td>
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</table>

For more information, visit our website:
If you click again on “View Your Citations”, the citation will be appealed. You are done!

<table>
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<th>Issue Date</th>
<th>License Plate</th>
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<th>Appeal this Citation</th>
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<tbody>
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<td>17202103152</td>
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<td>U35***</td>
<td>V-2 SUN BOWL VISITOR</td>
<td>this citation has already been appealed</td>
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