

How to Appeal A Citation

Once you log into your account, to see if you have any Citations you can scroll to the bottom of the home screen. Any citation given to you will appear here. This is a fast way to check if you have a citation and if so the status of the citation .

The screenshot shows a web browser window with the URL <https://neenah.nupark.com/portal/>. At the top, there is a navigation bar with a 'Remove' button. Below this, a 'Quick Links' sidebar lists several options: Manage Department Permits, Purchase Permit, Add Vehicle, Pay Citation, Appeal Citation, Edit Contact Information, and Account Balance. The main content area features a 'Citation' tab (circled in green) and an 'Appeals' tab (circled in blue). A green box labeled 'Any Citation will appear in this tab' points to the 'Citation' tab. Below the tabs, a green box labeled 'Status of Citation' points to the 'Status: UnPaid' text in the first citation card. The citation cards display the following information:

Citation ID	Status	Vehicle	Violation Date	Violation Time	Violation	Location	Fine
JFM4	UnPaid	WI - JFM0001	Tuesday January 9, 2018	02:35 PM	Boat permit only zone	Shaggybark Dr	\$ 44
JFM3	UnPaid	WI - JFM0001	Tuesday January 9, 2018	02:34 PM	Boat permit only zone	Bond St	\$ 28
JFM2	UnPaid	WI - JFM0001	Tuesday January 9, 2018	02:33 PM	Boat permit only zone	Buckhorn Ln	\$ 20

At the bottom of the page, there is a footer with '© 2018 - NuPark', a 'Sitemap' link, and a note: 'A PDF reader is required to view PDF files on this site.'

Note: Once the appeal is completed you can check the appeal tab for the status of your appeal

At the top home screen of your account under the Citations tab you will find Appeal Citation. You can also get there by following the link under “Quick Links”.

Neenah
WISCONSIN

Hello James Merten! [Log off](#)

[Home](#) [Account](#) [Cart \(0\)](#) [Contacts](#) [Help](#) [Admin](#)

[Summary](#) [My Vehicles](#) [Permits](#) [Citations](#) [Contact Us](#) [My Departments](#)

[Pay Citation](#)
Appeal Citation
[View History](#)

Welcome to the City of Neenah Parking portal. Here you can update your account, register your vehicle, purchase a permit, and pay or appeal citations. Below is a list of registered vehicles. At the bottom you can view any citations received. Use the menus on the right and top to view and update your account details.

Registered Vehicles **Permits**

Please add, edit, or remove your vehicles by selecting the appropriate menu below.

[Add New Vehicle](#) [Buy Permit](#)

	Type	State	License Plate	Make	Style	Color	
▶	Auto	WI	JFM0001	Aston Martin	Four Door	Gray	Edit Remove
▶		WI	JFM0003	Lotus	Two Door	White	Edit Remove

Personal Information **Contact Information**

James Merten [Edit Account](#) [Balance](#)
Account ID 4
General Public
211 Walnut St
Neenah, WI 54956
[Manage Addresses](#)

Quick Links

- [Manage Department Permits](#)
- [Purchase Permit](#)
- [Add Vehicle](#)
- [Pay Citation](#)
- Appeal Citation**
- [Edit Contact Information](#)
- [Account Balance](#)

<https://neenah.nupark.com/portal/Appeals/Index>

Once here follow the instructions displayed on the screen making sure your personal information is up to date. Also read the information section to help ensure your appeal will be submitted and received properly.

The screenshot shows a web browser window with the URL <https://neenah.nupark.com/portal/Appeals/Index>. The page header features the Neenah Wisconsin logo and a navigation menu with links for Home, Account, Cart (0), Contacts, Help, and Admin. A user is logged in as James Merten. The main content area is titled 'Online Citation Appeals' and includes the following sections:

Instructions:

1. Give a detailed explanation for the appeal in the designated box on this form.
2. If you have supporting evidence: diagrams, photos, etc., they should be submitted by uploading documents.

Information:

1. Appeals must be submitted within 10 calendar days of citation issuance or they are subject to rejection.
2. Notice of receipt of this on-line appeal will be e-mailed back to you upon completion. If you do not receive an e-mail acknowledgment, please contact the appeal officer at 920-886-6017.
3. Notice of the decision regarding your appeal will be sent by email and campus or US Mail.

Step 1: Edit Account Profile

Last Name	<input type="text" value="Merten"/>
First Name	<input type="text" value="James"/>
Address	<input type="text" value="211 Walnut St"/>
Address Continued	<input type="text"/>
City	<input type="text" value="Neenah"/>
State	<input type="text" value="WI"/>
Zip Code	<input type="text" value="54956"/>

The image of your citation can tell you a lot. The status of the citation, citation number, what vehicle the citation was given too, the date, location and time the citation was given as well as the amount due.

The image shows a screenshot of a citation list interface. It contains two citation entries, each with a callout box pointing to a specific field. The first entry, Citation: JFM1, has callouts for 'Citation Number' pointing to the citation ID, 'Why and When Citation Given' pointing to the violation details, and 'Amount Due for Citation' pointing to the fine amount of \$16. The second entry, Citation: JFM2, has callouts for 'Vehicle cited' pointing to the vehicle ID and 'Location of Citation Given' pointing to the location name. At the bottom, there is a pagination control showing '1' of 4 items and a '1 - 2 of 4 items' indicator.

Citation Number	Vehicle	Violation Date	Violation	Location	Fine
JFM1	WI - JFM0001	Tuesday January 9, 2018 02:25 PM	Boat permit only zone	Buttonbush Way	\$ 16
JFM2	WI - JFM0001	Tuesday January 9, 2018 02:33 PM	Boat permit only zone	Buckhorn Ln	\$ 20

Step 2 requires you to select a citation and enter the citation number (noted in previous page), for this we will use citation Example 1. You can also click on the citation itself to select it.

Step 2: Select a Citation

Listed below are all of your outstanding citations. Select or enter the citation you wish to appeal.

A person to whom a citation has been issued shall have ten (10) calendar days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. Appeals should only be filed if a legitimate basis exists.

Citation Number

Citation Number:

Enter Citation Number here

Select a Citation

Citation: JFM1
Vehicle: WI - JFM0001
Violation Date: Tuesday January 9, 2018 02:25 PM
Violation: Boat permit only zone
Location: Buttonbush Way
Fine: **\$ 16**

Citation: JFM2
Vehicle: WI - JFM0001
Violation Date: Tuesday January 9, 2018 02:33 PM
Violation: Boat permit only zone
Location: Buckhorn Ln
Fine: **\$ 20**

1 - 2 of 4 items

Step 3 allows you to review any images from the citation (There is not required to be any images). Then you have an opprotuinty to give your reasons for appealing.

Summary ▾	My Vehicles ▾	Permits ▾	Citations ▾	Contact Us	My Departments ▾
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Evidence

Step 3: Review Opportunities

The parking citation appeals process involves mult-level progressive opportunities for review:

A person to whom a citation has been issued shall have ten (10) calendar days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. Appeals should only be filed if a legitimate basis exists.

Appeals for a City parking infraction may be instituted by filing a written appeal or by visiting the office locations. You may click on the link below to download the Citation Appeal Form. Also, if you have an ID # or have set up a guest account, you may click on this link to appeal online <http://parking.nupark.edu>.The appeal should include a current and accurate address and/or email address where notices can be sent and received by the appellant.

Review Citation Images

[View Images](#)

Step 4: Reason for Appeal

If you would like to provide supporting evidence (photos, documentation, etc.) with your appeal, please attach those supporting documents on the next step. Please include any details that you feel might help us to make a more informed decision.

The final step is to review your information, that you have chosen the right citation and your text from the previous page has appeared. This is also an opportunity to attach any images or documents as supporting evidence. Then finally submit your appeal.

The screenshot shows the Neenah Wisconsin website interface. At the top, there is a navigation bar with the Neenah Wisconsin logo on the left and user information 'Hello James Merten!' and 'Log off' on the right. Below the navigation bar is a menu with options: Home, Account, Cart (0), Contacts, Help, and Admin. A secondary menu contains: Summary, My Vehicles, Permits, Citations, Contact Us, and My Departments. The main content area is titled 'Review Information' and contains the following text: 'The appeal has NOT been submitted yet. Please review the information below and select 'Submit Appeal''. Below this are three sections: 'Contact Information' with details for James Merten (211 Walnut St, Neenah, WI 54956); 'Citation Information' with details for JFM1 1/9/2018 2:25:52 PM Boat permit only zone \$16.00; and 'Appeal Reason' with a text area containing 'Example text, reasoning for appeal and explanation of evidence on why' and 'Upload any images or documents as supporting evidence.' Below the text area is a 'Select files...' button. At the bottom, there is a note: 'Clicking "Submit Appeal" certifies that the information provided is accurate and correct.' and a 'Submit Appeal' button.

After you Submit you will be on a screen of your receipt of the appeal. On it there will be a confirmation number on the receipt