DIVISION OF POLICE

CLEVELAND, OHIO

DIVISIONAL INFORMATION

DIST./BUR. **ZONE/UNIT** _____ **20** _____

EXAMINED BY _____ **RANK** _____ _____ **20** _____

FROM **TO**

SUBJECT Voided Minor Misdemeanor Citation, Parking Infraction Notice or Uniform Traffic Ticket

COPIES TO Commanding Officer, Bureau of Traffic (original ticket & Form-1), Data Processing Unit (copy of ticket & copy of Form-1), Unit Files

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Sir:

On _____ while assigned to _____
Month / Day / Year Car / Beat / Post

The following:

☐ Minor Misdemeanor Citation _____
(Enter Single Ticket Number or Beginning and Ending Book Number)

☐ Parking Infraction Notice _____
(Enter Single Ticket Number or Beginning and Ending Book Number)

☐ Uniform Traffic Ticket _____
(Enter Single Ticket Number or Beginning and Ending Book Number)

entered under ID# _____ must be voided for the following reason:
(Reasons such as handicapped, delivery vehicle, broken meter, etc. cannot be voided by the issuing officer and must be adjudicated by an Ex-Parte Hearing)
4 appropriate box

☐ Damaged
☐ False information by defendant
☐ Lost Citation, Notice or Ticket
☐ Officer took leave of absence or is separated from the Division of Police
☐ Writing error (i.e. officer wrote the wrong plate or violation #) explain:

_____

Respectfully,

_____

Reviewed by_____ Date_____