



CITY OF AUSTIN MUNICIPAL COURT

6800 Burleson Road, Building 310 Ste 175, Austin, Texas 78744
512.974.4800

MUNICIPAL COURT ADMINISTRATIVE HEARING APPEAL FORM

A property owner (violation) found liable by an Administrative Hearing Officer may appeal the hearing officer's order by filing a petition with the Clerk of the Municipal Court before the 31st day after the Hearing Officer's determination is filed with the City Clerk and paying a non-refundable filing fee of \$25.00 at the time of submittal.

THE FILING FEE AND COMPLETE APPEAL PETITION MUST BE RECEIVED BY MUNICIPAL COURT AT THE SAME TIME.

If you email your appeal without paying the filing fee first, your appeal will be returned to you. For more information on filing an appeal and paying the filing fee, you must contact the court.

Today's Date: ___/___/___	Date of Hearing: ___/___/___
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The following information can be found on the Administrative Citation issued by the DSD Code Compliance Department. You may also locate this information on the letters sent to the property owner by the DSD Code Compliance Department; the Notice of Administrative Hearing Letter, the Administrative Hearing Order Letter and the Hearing Officer's Order.

CL # : _____

Citation # : _____

Property Address: (Address where violation occurred) _____

Austin, Texas Zip Code: _____

Property Owner or Designee Attended the Administrative Hearing? Yes No

A violator that fails to appear at a hearing described in [Section 2-13-21](#) (*Hearing for an Administrative Citation*) is not entitled to an appeal hearing.

Property Owner First and Last Name: _____

Property Owner Phone Number: (____) _____

Property Owner Mailing Address: _____

Property Owner Email Address: _____

Briefly tell us why you are filing this appeal.
