





Tribal Planning Department  
5401 Dinah Shore Drive  
Palm Springs, CA 92264  
(760) 699-6800

## REQUEST FOR ADMINISTRATIVE HEARING

**Please check ONE of the following boxes:**

THIS IS A FORMAL REQUEST FOR AN ADMINISTRATIVE HEARING

1. I have included the advance deposit of the Administrative Fine in the amount of: \$ \_\_\_\_\_.  
NO CASH unless paid at the Tribal Planning Department.  
Please send check payable to Agua Caliente Band of Cahuilla Indians and include citation number, or pay online at <https://www.citizenserve.com/aguacaliente>.
2. I have not included the advance deposit of the Administrative Fine and request an advance deposit hardship waiver. I have included a completed Advance Deposit Hardship Waiver Form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Retain copies of your documents. All documents filed with this form shall become property of the Tribe and part of the case file.

**Submit this form and any additional documents via hand delivery, mail, or email to:**

Agua Caliente Band of Cahuilla Indians  
Tribal Planning Department  
5401 Dinah Shore Drive  
Palm Springs, CA 92264  
[citations@aguacaliente-nsn.gov](mailto:citations@aguacaliente-nsn.gov)

You may also complete and submit this form online at [www.citizenserve.com/aguacaliente](http://www.citizenserve.com/aguacaliente)

**ADMINISTRATIVE HEARING REQUEST MUST BE RECEIVED NO LATER THAN TWENTY (20)  
CALENDAR DAYS FROM THE ISSUANCE DATE OF CITATION**

Please contact the Tribal Planning Department at (760)699-6800 or email [citations@aguacaliente-nsn.gov](mailto:citations@aguacaliente-nsn.gov) if you require additional information about your citation or the Administrative Citation Ordinance.

The Administrative Citation Ordinance Policies and Procedures can be found at [www.aguacaliente.org/planning-department](http://www.aguacaliente.org/planning-department)



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### ADMINISTRATIVE CITATION INSTRUCTIONS

*IMPORTANT- READ CAREFULLY*

**ADMINISTRATIVE CITATION:** An administrative citation is a fine for a violation of Tribal Law. The citation is issued pursuant to Chapter 1.10 of the Agua Caliente Tribal Code.

A full description of the hearing process for the Administrative Citation Ordinance can be found at [www.aguacaliente.org/planning-department](http://www.aguacaliente.org/planning-department).

#### RIGHTS OF APPEAL:

**You have the right to appeal an administrative citation within (20) calendar days from the issuance date of the citation.** To request an appeal, you must submit a completed *Request for Administrative Hearing Form* to:

Agua Caliente Band of Cahuilla Indians  
Attn: Tribal Planning Department  
5401 Dinah Shore Drive  
Palm Springs, CA 92264

#### HOW TO PAY FINE:

The request for an administrative hearing must be accompanied by an advance deposit of the entire administrative fine. Payments can be made to the Agua Caliente Band of Cahuilla Indians within (20) calendar days from the issuance date of the citation via:

- 1) Check: Please mail check made payable to the "Agua Caliente Band of Cahuilla Indians" to the address listed above and include the citation number on the check.
- 2) Credit Card Payment: Please submit payment online at [www.citizenserve.com/aguacaliente](http://www.citizenserve.com/aguacaliente).
- 3) Cash: Payments may be made at the Tribal Planning Department, Monday through Friday from 8:00 a.m. to 4:30 p.m.

#### ADVANCE DEPOSIT HARDSHIP WAIVER:

A citee who is financially unable to deposit the administrative fine with his request for an administrative hearing may complete an *Advance Deposit Hardship Waiver Form* along with all required accompanying records and submit the complete and signed documents to the Tribal Planning Department, within twenty (20) calendar days from the issuance date of a citation. Failure to submit sufficient evidence shall result in a denial of the hardship waiver.

Approval of a hardship waiver shall result in the Tribe setting an administrative hearing pursuant to Section 1.10.090. However, if it is determined that the citee is not entitled to a hardship waiver, the citee shall tender the full amount of the administrative fine to the Tribal Planning Department. Failure to submit payment in the required period shall result in late penalty fees.

All forms may be downloaded online at [www.aguacaliente.org/planning-department](http://www.aguacaliente.org/planning-department) and submitted to the Tribal Planning Department at [citations@aguacaliente-nsn.gov](mailto:citations@aguacaliente-nsn.gov). For more information, please contact the Tribal Planning Department by calling 760-699-6800 or by emailing [citations@aguacaliente-nsn.gov](mailto:citations@aguacaliente-nsn.gov).