



I HAVE READ AND UNDERSTAND THE ABOVE

---

SIGNATURE

DATE

---

CLERK

DATE

Evidence submitted during the hearing or for the written review should address the language of the code section applicable in your case and the reasonableness of the assessment. Copies of the code are available through the City of Fort Collins webpage <http://www.fcgov.com/cityclerk/codes.php>. The code section for your violation should be listed on the letter you received from the City regarding the assessment and/or abatement. See Request for Referee Review Guidelines for further details.

If you are requesting a WRITTEN REVIEW, waiving your ability to have a hearing, **you must submit all evidence (documents, photographs, letters, statements, etc.) you wish the Referee to consider at this time.** Your Request and evidence will be forwarded to the City Code Inspector who may respond to your Request within seven days from mailing of the Request and evidence. We will forward the City's response to you. You may reply, in writing, within five days of mailing. After these submissions, the Referee will make a determination which will be final. **The Referee does not have access to any information about your case other than what you provide.** Referee is not aware of past conversations you have had with City staff, nor the specifics of your case, although Referee is familiar with the general procedures of the department. Any information you wish to be considered must be given in your original statement or your reply.

If you chose a HEARING, the Referee is guided by the Colorado Rules of Evidence as well as the Colorado Municipal Court Rules of Procedure, available on-line. Additionally, the Referee generally follows the Hearing Procedures for Municipal Court Referee Hearings available through the Referee's Clerk.

If you wish to offer photographs and/or videos into EVIDENCE at the hearing, they must be tendered to the Referee at that time in hard copy format, i.e. printed photographs. Such evidence will not be viewed or admitted if offered only on a cell phone, digital camera, laptop computer or other electronic device. The Referee does not have equipment to view VCR or DVD video/tapes; if you wish to use such devices, you must bring your own equipment and make arrangements with the Referee's Clerk 3 days prior to the hearing date. You will need to bring 3 copies, one for yourself, one for the City and one for the Referee who will keep a copy in the file after the hearing

If you wish to offer any documentary evidence at the hearing, you will need 3 copies, including the original. The City will also provide you with a copy of any documentation they wish to introduce during the hearing.

If you wish to have an ATTORNEY represent you, s/he must file an Entry of Appearance at least 3 business days prior the hearing date.

If you wish to request that your HEARING DATE be CHANGED, you must submit a written request to the Referee through the Referee's Clerk at Neighborhood and Building Services Department, 281 N. College Ave., or have your attorney request a continuance prior to the scheduled date. This request must contain a statement that you contacted the Director of Neighborhood Services regarding your request, whether she opposes or consents to your request, the reason for the request and the number of requests previously made by either party; and each requesting party's cell phone number and email address. This motion must be signed by all parties requesting the continuance and contain a certification that it was faxed, mailed or hand-delivered to the Director of Neighborhood Services or her designee. If the Director opposes your request, she or her designee will have five days, after receipt of your request, to respond. The Referee will rule upon the written submissions. Please note that filing a request for continuance which is opposed by the Director less than a week before the original hearing date may result in a hearing on your motion, and the abatement, at the time originally set for the hearing on the citation. You must appear at the original time unless you are advised by the Clerk of the Referee that the matter is continued. Failure to appear may result in waiver of your hearing.