

**Notice of Ordinance Violation  
Appeal Request to  
Monroe County Animal Management Commission**

**Explanation of Appeals Process**

1. The Monroe County Animal Management Commission (the "Commission") is authorized to hear and decide appeals of ordinance violation notices issued by animal management officers when a written request for a hearing is made within ten (10) days of the issuance of the notice
2. Your submission of this completed form to the Office of the Monroe County Attorney, 100 W. Kirkwood Ave. Rm. 220, Bloomington, IN 47404 within the ten (10) days serves as your written hearing request and provides the Commission with information that it generally finds to be important in its consideration of appeals. You may submit additional information.
3. Soon after this completed form has been received, you will be notified (usually by mail) of the date, time and location of the Commission meeting where your appeal will be heard. If you, or someone qualified to represent you, do not attend the hearing you should expect the Commission to deny your appeal.
4. Other persons expressing interest in this matter will be notified of this hearing and will also be given the opportunity to address the Commission regarding your appeal.
5. In deciding whether the notice of violation (NOV) should have been issued and whether the amount of the penalty was warranted, the Commission may consider what actions you are willing to take that would prevent future violations of animal ordinances from occurring.
6. In its decision the Commission may affirm, modify or rescind the notice of violation. It may impose conditions on a decision to modify or rescind. At the conclusion of the hearing the Commission will make a decision and inform you of it.
7. Irrespective of whether you appeal the notice of violation to the Commission, you are entitled to contest a violation charge in court. Prosecution of ordinance violations in court will generally occur no sooner than thirty (30) days after the issuance of the notice of violation or thirty (30) days after the Commission's decision, if an appeal has been properly pursued.

**Appeal Request**

Ticket/NOV no.(s): \_\_\_\_\_ Date of Ticket/NOV(s): \_\_\_\_\_

Your name: \_\_\_\_\_ Telephone no.s: \_\_\_\_\_

Home address: \_\_\_\_\_

Briefly state the reason you are appealing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Animal Information Sheet**

The Commission generally considers the information sought below to be important for decisions on appeals. Failure to provide this information may negatively affect your chances of getting a favorable decision from the Commission. Please provide this information on each animal that the notice of violation indicates you are responsible for. Unless the animals are livestock, use a separate set of the information requests below for each animal, (you may photocopy this page for use in providing information on more than two animals).

### **1st animal**

Animal's name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Has this animal been spayed or neutered? \_\_\_\_\_

How long have you had this animal? \_\_\_\_\_ Date of most recent rabies vaccination? \_\_\_\_\_

Name of veterinarian or vet clinic used for this animal: \_\_\_\_\_

Describe the shelter provided for this animal: \_\_\_\_\_

Describe how this animal is normally confined (e.g. indoors, fenced area, chain, attached to a runner, etc.). If a fence is used, describe in detail the fencing used: \_\_\_\_\_

\_\_\_\_\_

### **2<sup>nd</sup> animal (if applicable)**

Animal's name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Has this animal been spayed or neutered? \_\_\_\_\_

How long have you had this animal? \_\_\_\_\_ Date of most recent rabies vaccination? \_\_\_\_\_

Name of veterinarian or vet clinic used for this animal: \_\_\_\_\_

Describe the shelter provided for this animal: \_\_\_\_\_

Describe how this animal is normally confined (e.g. indoors, fenced area, chain, attached to a runner, etc.). If a fence is used, describe in detail the fencing used: \_\_\_\_\_

\_\_\_\_\_