



Town of Orleans – Parking Ticket APPEAL INSTRUCTIONS

Tickets must be appealed within 21 days of issuance. All appeals will be reviewed with a decision rendered within 21 days. All decisions are final. You may appeal in several ways:

APPEAL ONLINE

Tickets may be appealed online at <https://orleansma.aimsparking.com/>. You will need your ticket number, plate number, or VIN number to access your ticket. Please attach any supporting documentation such as: photographs, receipts, handicapped placard, diagrams, or maps. If you have a valid Orleans resident beach sticker (not an Over Sand Vehicle or Transfer Station sticker), please include. You will be notified of a decision via the email address you provide.

APPEAL BY MAIL

Mail the completed appeal form below and any supporting documentation to: Orleans Parking Clerk, 19 School Road, Orleans, MA 02653. You will be notified of a decision via the mailing address or email you provide.

APPEAL BY EMAIL

Email the completed appeal form below with supporting documents to: parkingclerk@town.orleans.ma.us.

Please fill in the information below if submitting an appeal by **mail or email only**

Name: _____

Citation Number: _____

Mailing Address: _____

Plate Number: _____

Phone: _____

Email: _____

REASON for APPEAL

Signature

Date