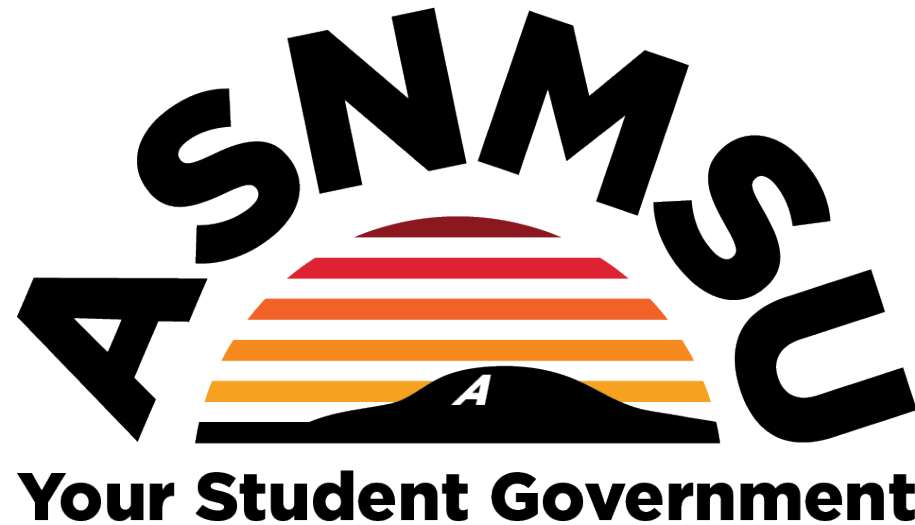


# How to Appeal an NMSU Parking Citation



**NOTE: You only have five business days to appeal your ticket**

If you have any questions about filling out an appeal form, please contact the Parking Department at (575) 646-2306 or [parking@nmsu.edu](mailto:parking@nmsu.edu)

If you have questions about the appeals process, feel free to contact the ASNMSU Supreme Court at (575) 646-4415 [asnmsu\\_court@nmsu.edu](mailto:asnmsu_court@nmsu.edu)

New Mexico State University  
Parking Department  
**Parking Citation**

CITATION No: [REDACTED]

Lic: [REDACTED] State: [REDACTED]

vin# [REDACTED]

Permit# [REDACTED]

Make: Jeep Model: Patriot

Color: White Style: Four Door

Violation: Meter Expired

Meter#: 25 CKtime:

Fine: \$35.00

Location or Lot#: SOUTH HORSESHOE

Comments:

Meter expired

Officer No: [REDACTED]

Time:13:13 Date:05/17/2022

All Citations must be paid or contested within 5 business days. You will be liable for collection fees and any other costs incurred by the NMSU Parking Department to collect any monies due from you. Please call the Parking Department at (575) 646-2306 if you have questions. Parking Regulations may be viewed at [park.nmsu.edu](http://park.nmsu.edu).

1. Locate your citation number on the ticket

Pay your parking citation in peanut butter

# NMSU Parking Information

2. Go to  
park.nmsu.edu

## NMSU PARKING RULES/UPDATES

### ENFORCEMENT/METERS

- **Parking permit enforcement is in full affect. (M-F 7:30am - 4:30pm) by the NMSU Police Department.**
- Enforcement of fire lanes, disabled parking, blocking roadways, and no parking zones continues to be addressed 24/7.
- Parking meters will be enforced during effective hours (M-F, 7:30 am – 4:30 pm).

*\*Please be sure to PRINT OUT your temporary permit during the online process & place on the dash of your vehicle. Temporary permits are valid for 3 WEEKS from the date of purchase. If utilizing Payroll Deduction, print out the confirmation email & place it on the dash of your vehicle..*



### WARNINGS

- Warnings are being issued (during the month of August) for people who are on the boot/tow list so people have a chance to settle their accounts. Booting and towing will resume **September 1st** throughout campus.

### FREE PARKING

- There is a LOT of free parking available on campus, including the large parking lot (#30) east of the Pan American Center. No parking permit is needed to park there, but vehicles on the boot/tow list will still be addressed in the free parking lots.

### FACULTY/STAFF AREAS

- Parking in the faculty/staff parking areas will require a full faculty/staff permit.

### STUDENT AREAS

- Parking in any student parking lots, all permit lots, and along streets will require a parking permit.

### SPECIAL PARKING ZONES

- Special parking zones (special permit, Dean's parking, ROTC, etc.) are also being enforced.



### QUESTIONS? 575-646-2306

If you haven't ordered a parking permit yet, it is quick and easy (and done exclusively online this year) at <https://park.nmsu.edu>.

## Transportation Services

[Transportation Homepage](#)

[Vehicle Assignment PDF](#)

[Vehicle Acquisition Request PDF](#)

[Free Aggie Transit](#)

[Free Crimson Cab](#)

[Free Pete's Pick Up](#)

[RoadRUNNER Transit](#)

[South Central Regional Transit District](#)

[Las Cruces Traffic Alerts](#)

[Airport Shuttle](#)

### Parking Lot Construction/Closures

- Sidewalk construction will begin on **November 15, 2021** in front of *Parking Lot 52*.
- Beginning **December 10, 2021**, *Parking Lot 52* will be closed until repairs are completed.

Please consult the [parking map](#) for designated parking locations.



# NMSU Parking Information

3. Hover over “Citations”

4. Then click “Citation Info & Payment”

## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

## NMSU Parking Portal

Welcome! Use your NMSU Parking Portal to purchase permits, pay citations and to manage your parking account. If you experience issues, please email [parking@nmsu.edu](mailto:parking@nmsu.edu) with a full description of the problem.

### CITATIONS

Citation Number

-OR-

State

NEW MEXICO ▼

Plate Number

Search Citations

### PERMITS

📋 Get Permits

5. Type in the Citation Number found on your ticket, or your license plate number.



## Manage Parking Account

Easily manage your parking account from one location.

[Manage Account](#)

## View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

YOUR CITATION(S) TOTAL **\$35.00**

[Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
██████████	Unpaid	<b>\$35.00</b>	05/17/2022	██████████	SOUTH HORSESHOE	<a href="#">Appeal</a>	<a href="#">Add to Basket</a>

If you have any problems using this site please call 575-646-1839 or email [parking@nmsu.edu](mailto:parking@nmsu.edu) and someone will get back to you as soon as possible.

6. Click on “Appeal”

## Confirm Plate Number



Plate Number

Close

Confirm

## View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

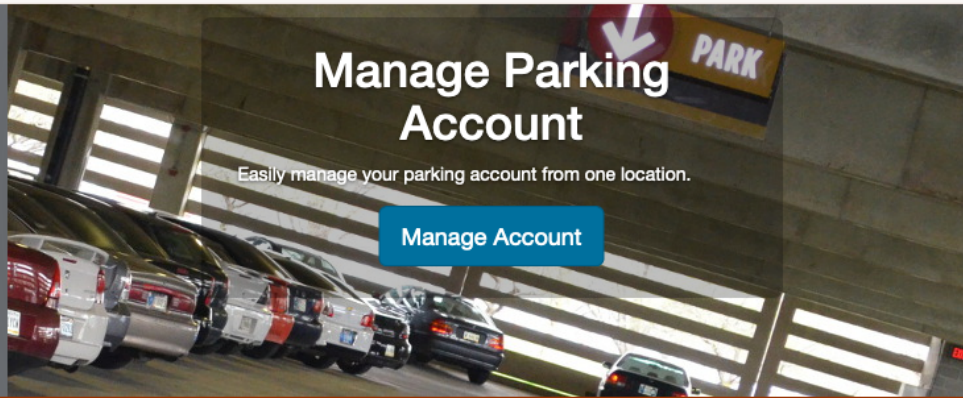
YOUR CITATION(S) TOTAL **\$35.00**[Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
██████████	Unpaid	<b>\$35.00</b>	05/17/2022	██████████	SOUTH HORSESHOE	<a href="#">Appeal</a>	<a href="#">Add to Basket</a>

If you have any problems using this site please call 575-646-1839 or email [parking@nmsu.edu](mailto:parking@nmsu.edu) and someone will get back to you as soon as possible.

7. Enter your plate number and  
click “confirm”





## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

## Customer Authentication

Please enter your my.NMSU.edu login information below and click Log In.

**Please note, this IS your NMSU USERNAME and PASSPHRASE.**

Username does NOT include @nmsu.edu

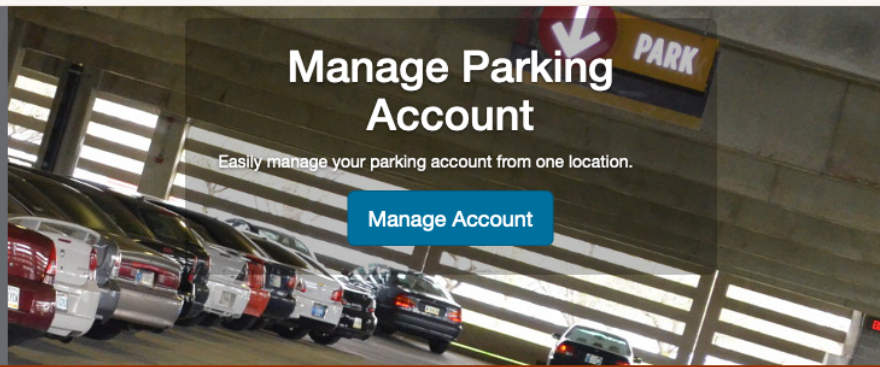
Login ID

Password

\* indicates a required field

Log In

8. Enter your NMSU username and password (same one you use for my.nmsu and Canvas).



## Appeal Agreement

Review the details of your citation below and carefully read the agreement. When you are ready to proceed, click Next to continue.

Citation Number [REDACTED]

Citation Date [REDACTED]

License Plate [REDACTED]

Citation Balance \$35.00

Payment Status Unpaid

Violation Description Meter Expired

### Attachments

Photo [IMG\_05172022\_131231\_780.jpg] Photo [IMG\_05172022\_131207\_798.jpg] Photo [IMG\_05172022\_131221\_472.jpg] Photo [IMG\_05172022\_131257\_087.jpg] Photo [IMG\_05172022\_131246\_213.jpg] Photo [IMG\_05172022\_131215\_088.jpg] Photo [IMG\_05172022\_131241\_012.jpg]

photos



I agree that I have read and understood the rules and regulations of the parking office as they relate to citation appeals.

☐ I have read and understand the above statements

Next >>

9. Review the details of your citation. Feel free to click on the photos taken of you vehicle to review them.

10. Click on “I have read and understand the above statements”.

11. Click on “Next”

## Appeal Details

Please complete the form below and click submit to submit your appeal. Check the box next to method by which you wish to be contacted about the results of this appeal. Please note that your phone numbers must be in the format ###-###-####

Email

 Add

Mailing Address

 Add

Appeal Type

Select your preferred method of contact \*

☒ Via Email

☐ Via U.S. Mail

Home Phone

Cell Phone

Work Phone

Appeal Reason (10 - 1000 characters) \*

1000 characters left

\* Indicates a required field

Submit

12. Check that the information on this page is correct.

13. Enter a reason for your appeal.

14. Click "Submit".

## Manage Parking Account

Easily manage your parking account from one location.

[Manage Account](#)

## Appeal Receipt

Please print the receipt below for your records.

Appeal Number

[REDACTED]

Citation Number

[REDACTED]

Issue Date

[REDACTED]

Current Date/Time

05/17/2022 01:33:57 PM

Violation Description

Meter Expired

Citation Balance

\$35.00

Payment Status

Appeal Balance Due

Appeal Reason

[REDACTED]

[Print Receipt](#)

15. Review your receipt and print it for your records.

16. Wait for the parking department to contact you with an appeal date. If you have any questions, feel free to contact them.

NOTE: If this is your first citation in two years (excluding a fire, handicap, or yellow zone violation), the parking department will reduce your citation to a warning, and you will not have to attend an appeal.