

## How to Request a Hearing after Receiving a Notice of Violation Letter

**As the Responsible Party** you are directed to immediately correct the above listed equipment violations, if applicable, and to take appropriate action to avoid any future occurrence.

Louisiana law prescribes two options available to a Responsible party in regard to proposed civil penalties, as determined by the type of violation.

- 1) Violations regarding motor carrier safety (Parts 382-397) and hazardous material regulation (Parts 171-180) must be responded to within **45 days** of the issuance of this Notice.
- 2) Violations regarding size and weight (R.S. 389) must be responded to within **60 days** of issuance of the violation.

In either case, your response must be either to request an Administrative Hearing or to remit payment for the amount of the penalty. If you request an Administrative Hearing as provided for in LA R.S. 35:1512, you will be allowed to present relevant evidence on your behalf and to confront State's evidence concerning any violation or penalty. Administrative Hearing requests must be made in writing and received at the address below within the time frame of the Notice of Violation.

### Consequences of failure to respond to the Notice of Violation:

If a request for an Administrative Hearing is not received by the Department of Public Safety within the allowed time frame, the opportunity for a hearing will be forfeited and the proposed penalty will be regarded as a final judgment with the penalty amount due for payment. **Driver** violations, including those in which the civil penalty is assessed as "**Warning**" only, will be reported as a conviction if no request for a hearing is received.

Failure to remit payment of final judgment will result in suspension of your driving/registration privileges.

To avoid suspension of your vehicle registration, and/or the suspension of your driving privileges, the Responsible Party must reply to the address below. Make your certified check, Money Order, or Company check payable to "Office of State Police". To expedite the processing of your correspondence include the report number on your payment or any correspondence and mail to:

#### Payment

OFFICE OF STATE POLICE  
Financial Services Division  
Attn: MCSAP  
P.O. BOX 66909  
BATON ROUGE, LA 70896-6601

#### Hearings

OFFICE OF STATE POLICE  
Motor Carrier Safety Unit  
Attn: Hearing Section  
P.O. BOX 66601 Box A-32  
BATON ROUGE, LA 70896-6601  
Fax (225) 925-6060

Questions about the above violation(s) and/or penalty(s) should be directed to the **Motor Carrier Safety Unit** as the above address, or Fax to (225) 925-3912 or e-mail: [motor\\_carrier\\_safety@dps.state.la.us](mailto:motor_carrier_safety@dps.state.la.us). Please allow 3 weeks for a reply.