

The City of Menifee Code Enforcement Department issues two types of citations: an administrative citation for the majority of code violations and a parking citation for parking related code violations. Please see the appropriate section below for information on how to pay and/or appeal your specific type of citation.

## **Administrative Citations**

1. How do I pay for the citation?

- Send a check, payable to City of Menifee, for the amount of the citation. Enclose the check in the envelope attached to the back of the citation (Please put the citation # on check)
- Pay online with credit card at [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) (\$3 convenience fee)
- Do not send cash

2. Where do I send the check to?

- City of Menifee C/O Citation Processing Center P.O. Box 7275 Newport Beach, CA 92658-7275

3. How many days do I have to pay the citation?

- Payment must be made within 30 days. Failure to pay within the specified time frame may result in a notification to the State Franchise Tax Board.
- If payment is not made within 30 days, a 25% administrative fine will be added to the citation amount, and is due within 60 days of the original citation issue date.

4. How do I appeal the citation?

- Send in a written request to appeal the citation within 20 days of the issuance of the citation. Include a check for the full penalty amount or the appeal will not be accepted.

5. How many days do I have to appeal the citation?

- 20 days from the issuance date

## **Parking Citations**

1. How do I pay for the citation?

- Send a check, payable to City of Menifee, for the amount of the citation. Enclose the check in the envelope attached to the back of the citation (Please put the citation # on check)
- Pay online with credit card at [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) (\$3 convenience fee)
- Do not send in cash

2. Where do I send the check to?

- City of Menifee C/O Citation Processing Center P.O. Box 7275 Newport Beach, CA 92658-7275

3. How many days do I have to pay the citation?

- Payment must be made within 21 days. After this a penalty may be assessed. Also DMV may withhold vehicle registration renewal if payment is not made.

4. How do I appeal the citation?

- You must pay the fine and include a written request for review of the citation in the same envelope.

5. How many days do I have to appeal the citation?

- 21 days from the issuance date