

**THE CITY OF EVANSTON, ILLINOIS  
DIVISION OF ADMINISTRATIVE HEARINGS  
909 Davis Street, 2nd Floor | Evanston, IL 60201  
Phone: (847) 448-8163 Fax: (847) 448-8164**

**REQUEST FOR TOW HEARING**

**This form may be faxed, hand delivered, or mailed to the Hearings Division as provided above**

Are you the registered owner of the vehicle? Yes \_\_\_ No \_\_\_  
If no, who is the registered owner of vehicle? \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Is the vehicle still in storage with the tow company? Yes \_\_\_ No \_\_\_  
If no, the date storage fees were paid and the vehicle was removed from storage \_\_\_\_\_  
If no, are you demanding Tow Hearing within 7 days? Yes \_\_\_ No \_\_\_  
If yes, are you demanding Tow Hearing within 24 hours? Yes \_\_\_ No \_\_\_

Is the tow subsequent to a vehicle immobilization (boot)? Yes \_\_\_ No \_\_\_  
If yes, are you also requesting a hearing on the immobilization (boot)? Yes \_\_\_ No \_\_\_

Make, Model and Year of Vehicle \_\_\_\_\_

License Plate Number \_\_\_\_\_ State of Registration \_\_\_\_\_

Date and Time of Tow \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_:\_\_\_\_\_.m.

Location Vehicle was Towed From \_\_\_\_\_

State the reason(s) you believe this tow is invalid or for any reason unjustified: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LATE HEARING REQUESTS:** If this Request for Tow Hearing is late and is filed more than seven (7) days after the Notice of Tow was given, state the reason for being late.

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

\_\_\_\_\_  
Signature Date

**OWNER AUTHORIZATION:** If you are the registered or legal owner and want someone else to represent you at the tow hearing, you must print names here and sign below: I, \_\_\_\_\_, certify that I am the registered or legal owner of the above vehicle and authorize the following person to represent me at my tow hearing with the City of Evanston: \_\_\_\_\_. I understand that it is the registered or legal owner's responsibility to notify this representative of the date, time and location of the scheduled tow hearing.

\_\_\_\_\_  
Signature Date

**NOTICE OF HEARING:** This matter is scheduled for a tow hearing on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ am / pm, 2nd Floor, 909 Davis Street, Evanston, IL, without further notice.

**PROOF OF SERVICE:** I certify that a copy of this Notice of Tow Hearing date and time was served upon the above named owner by \_\_\_\_\_ (hand delivery/fax/U.S. mail/email) on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature