

# NSU Florida How to Appeal a Citation

NOVA SOUTHEASTERN  
UNIVERSITY

**NSU**  
Florida

## 1. Log In

- Go to <https://novapark.nupark.com/v2/Portal>
  - NSU account holders should log in using the NOVA Login button.
  - Visitors must select “Are you a visitor” to create an account or log in with a preexisting account.



## Parking Portal

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Login with your SSO account

NOVA LOGIN

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**Are you a visitor?**

**PAY CITATION AS GUEST**

2020 © NuPark Inc.

# Parking Portal

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Visitors that create a parking account can easily and quickly obtain a temporary parking pass for future visits. Visitor parking accounts are intended solely for individuals not associated with the University. Student, Faculty, Staff, and Affiliate members are required to use their university login.

User name or email

admin

[Forgot username?](#)

Password

.....

[Forgot password?](#)

**LOG IN**

Remember me

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**CREATE ACCOUNT**

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**Client ID**

# 1. Appeal a Citation

- Check your home page to learn if the citation is under the Citations summary section.

The screenshot shows the NSU Florida website dashboard. At the top, there is a navigation bar with the following items: Home, Vehicles, Permits, Citations, Appeals, My Department, and CMS. The 'Citations' menu item is highlighted with a red box. Below the navigation bar, there are three summary sections: VEHICLES, PERMITS, and CITATIONS. The CITATIONS section is highlighted with a red box and contains a table with the following data:

Vehicle Description	Number	Date	Violation	Location	Due
SEFR443 FL : ACUR-BLK- 4D	0320000002	7/10/20 12:00 PM	EXPIRED PERMIT	6100 Building	\$40.00

On the right side of the dashboard, there is a NuPark NuPark Employee summary card. It shows a balance due of \$40.00, a location at 123 Main st, Charlotte, North Carolina 55555, and a phone number h - 999.888.7777.

- On the menu select Appeals > Appeal Citation

The screenshot shows the NSU Florida website navigation bar. The 'Citations' menu item is highlighted with a red box. The navigation bar contains the following items: Home, Vehicles, Permits, Citations, Appeals, My Department, and CMS.

- the required information and select Next



Step 1 of 7: Customer Information

NuPark NuPark

**Email\*** \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Appeal Address

Street\* \_\_\_\_\_ State\* \_\_\_\_\_

Secondary/Apartment \_\_\_\_\_ Zip\* \_\_\_\_\_

City\* \_\_\_\_\_

- Enter a citation number or select an eligible citation from the right and click Next.



Step 2 of 7:

Citation Number  
  
 Enter full citation number

**1 | CITATIONS**

Vehicle	Description	Number	Date	Violation	Location	Due
	SEFR443 FL:	0712202001	7/9/20	IMPROPER	6100	\$20.00
	ACUR-BLK-4D		11:00 PM	DOUBLE PARKED	Building	

- Review Images associated with your citation and click Next if you wish to proceed with the appeal.



### Step 3 of 7: Review Citation Images

Please review the images shown below prior to filing your appeal.

Number	Date	Plate	State	Violation	Location	Due
0320000002	Jul 10, 2020 12:00:35 PM	SEFR443	Florida	EXPIRED PERMIT	6100 Building	\$40.00



- Enter a reason for your appeal and click Next.



### Step 4 of 7: Reason For Appeal

Please enter your argument for appeal including any details that you feel might help us make a more informed decision. If you would like to provide supporting evidence (photos, documentation, etc.) with your appeal, please attach those supporting documents on the next step.

The following reasons are not considered a legitimate basis for filing an appeal:

Lack of knowledge of [NSU's traffic and parking policies](#) is not an acceptable justification to appeal a citation.

- Stated inability to find a permitted parking space
- Tardiness to class and/or appointment
- Not paying for sufficient metered time
- Operation of the vehicle by another individual
- Failure to issue citations previously for similar violations
- Inability to pay fine
- Received incorrect verbal parking information from a Non-NSU Public Safety employee
- Observing others illegally parked

Visit our website at <https://www.nova.edu/publicsafety/parking/citation-appeal-process.html> for more information about our appeal process and rules and regulations.

Reason

CANCEL

BACK

NEXT

- Submit evidence of your own by selecting files or skip this section and click Next.

Step 5 of 7: Appeal Evidence

Please provide supporting evidence (photos, documentation, etc.) for your appeal.

- Review the appeal information before submitting by clicking the Submit button.

Step 6 of 7: Review and Confirm

Please review and confirm the accuracy and completeness of the information provided below.

<p><b>Contact Information</b></p> <p>Name: <b>NuPark NuPark</b>          Email: <b>lg</b>          Address: <b>1234 Elm St.          Lakeland, 109 66106</b></p>	<p><b>Appeal Reason</b></p> <p>Reason: <b>I paid for additional time</b></p> <p><b>Appeal Evidence</b></p> <p>Attachments</p>
<p><b>Citation Information</b></p> <p>Number: <b>0320000002</b>          Date: <b>Jul 10, 2020 12:00:35 PM</b>          Violation: <b>EXPIRED PERMIT</b>          Amount Due: <b>\$40.00</b></p>	

- An appeal confirmation is displayed, and a receipt of your appeal is emailed.

Step 7 of 7: Appeal Details

Your appeal has been submitted. Notice of receipt of this online appeal has been emailed. If you do not receive an email acknowledgment, please contact our office.

- Appeal details can be viewed on the Appeal tab of the Summary displayed on the home screen.

Summary Appeals Receipts

1 | **APPEALS** + ADD

Number	Date	Judgment	Hearing
1	7/12/20		

- Double click the appeal to view additional information, including a decision when there is one.

Appeal Details  
1 Online

Customer	NuPark NuPark
Date	7/12/20
Hearing Date	
Amount Due	\$40.00
Closed On*	
Judgment	
Comment	

CLOSE