**

**WHAT TO EXPECT AT THE HEARING:**

 There is a hearing panel of 3:

 > Hearing Officer

 > Medical Professional

 > Disability Professional

 All hearings are recorded

**!**

 **It is your responsibility to bring additional**

 **supportive and detailed medical evidence**

 A decision will be made and mailed to you

 1-2 weeks after the hearing

 You have the right to appeal that decision;

 details will be in the decision letter

 Failure to appear or request a continuance in advance

 may result in denial of your appeal

 The Philadelphia Parking Authority (PPA)

 manages zone installation and pole placement

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*****THINGS TO REMEMBER:***

 *Arrive on time and sign in at the desk*

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 *Communicate ahead of time if you need*

 *an interpreter or accommodations*

 If someone will appear as your representative in

 your absence, they must have a notarized *letter*

*********Read all hearing communications***

 ***carefully and fully***

***Questions? Call: (215) 686-5216***

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