



CRIMINAL TRESPASS ADMINISTRATIVE APPEAL FORM

ITEM 1 - Personal Information ITEM 2 - Violation/Appeal

Name: _____

Mailing Address: _____

City: _____

State/Zip Code: _____

Date of Birth: _____

Phone (8 a.m. - 5 p.m.): _____

Email: _____

[] FIRST APPEAL [] SECOND APPEAL (appeal of 1st appeal decision)

Case Number: _____

Violation Date(s): _____

Location: _____

[] Visitor [] Patron [] Other: _____

Any person who is issued a Warning, for the Law Library, for a term greater than 24 hours, may file an appeal. A Warning for 24 hours or less shall be final

ITEM 3 - SUBMIT THE FOLLOWING FACTS IN SUPPORT OF THIS APPEAL: Please note that the appeal should be based on the premise that the Criminal Trespass Warning was not consistent with Dallas County Rules and Regulations, was unjustified, violates some law or right, the person in receipt of the Warning received a favorable disposition of the charges/citation that gave rise to the Warning, and/or for other good cause shown. If you need more space, please use a sheet of paper and attach it to the back of this form. Also, attach any supporting documents in support of this appeal.

DOES THIS APPEAL REQUIRE EMERGENCY REVIEW: Emergency review is available in cases where an individual will suffer immediate harm if not allowed back in the area the subject of the Warning.

[] Yes [] No If yes, explain the basis for the emergency review _____

Signature: _____ Date: _____

My signature is verification that I am the person in ITEM 1 - Personal Information above, and my supporting statement in ITEM 3 is true and accurate.

ITEM 4 - THIS APPEAL MUST BE MAILED (CERTIFIED) OR HAND DELIVERED TO THE FOLLOWING WITHIN FOURTEEN (14) DAYS OF THE WARNING OR BEFORE THE WARNING EXPIRES, WHICHEVER COMES FIRST: Rick Loessberg, Director of Planning & Development, at Dallas County Administration Building, 411 Elm St., 3rd floor, Dallas, Texas 75202. AN APPEAL OF THE FIRST APPEAL DECISION MUST BE MAILED (CERTIFIED) OR HAND DELIVERED TO THE FOLLOWING WITHIN TEN (10) DAYS OF YOUR RECEIPT OF THE FIRST APPEAL DECISION OR BEFORE THE WARNING EXPIRES, WHICHEVER COMES FIRST: Darryl Martin, Dallas County Administrator, at Dallas County Administration Building, 411 Elm St., 2nd floor, Dallas, Texas 75202. Do not call Mr. Loessberg or Mr. Martin regarding your appeal. Your appeal will be handled per the guidelines set forth in the Appeal Guidelines (Part 2 of 2). NOTICE: FAILURE TO APPEAL THE TRESPASS WARNING MAY WAIVE YOUR RIGHT TO APPEAL. IF YOU RETURN TO THE LAW LIBRARY DURING THE PERIOD WHICH YOU HAVE BEEN BANNED, YOU MAY BE ARRESTED FOR VIOLATING THE TRESPASS WARNING PURSUANT TO TEXAS PENAL CODE § 30.05. NOTICE OF AN APPEAL DOES NOT SUSPEND THE TRESPASS WARNING.

GUIDELINES FOR FILING AN APPEAL OF A CRIMINAL TRESPASS WARNING WITH DALLAS COUNTY

The Dallas County's Administrative Review Process is designed to provide person/persons who have received a Criminal Trespass Warning ("Warning"), at the Dallas County Law Library, an opportunity to appeal the Warning. This process enables a fair review of the facts surrounding the Warning. Upon review the Warning may be reversed, modified, or upheld.

This Administrative Review Process is not valid for criminal charges or any item where a court date is set, including any court summons. The process for appealing those matters is through the court system and this process is not a substitute or replacement of the court system. If you have received a Warning at the Law Library and you wish to have an administrative review of the Warning, you must use the following process (no appeals may be made in person or via phone):

- Download and print a copy of this Criminal Trespass Appeal Form (available on the Dallas County website) or send a request for a form to: Dallas County Administrator, Administration Building, 411 Elm St. 2nd floor, Dallas, Texas 75202.
- Send the completed form and any supporting documents to the following address via Certified Mail (or hand delivery), within fourteen days of the Warning or before the Warning expires, whichever comes first:

**Rick Loessberg
Director of Planning & Development
Administration Building
411 Elm St. 3rd floor
Dallas, Texas 75202**

The Director of Planning & Development will review the case and any supporting documentation and issue a decision ("First Appeal Decision"). If the review results in a reversal the Warning is lifted and you may return to the Law Library. If the review modifies the Warning, then the Warning will be modified. If the review yields a decision for the Warning to stand, then the Warning remains in place.

- If the Warning stands you may file a second appeal by checking the box marked "Second Appeal," and sending a copy of the form and all documents via Certified Mail (or hand delivery) within ten days of the First Appeal Decision or before the Warning expires, whichever comes first, to the Dallas County Administrator at:

**Darryl Martin
Dallas County Administrator
Administration Building
411 Elm St. 2nd floor
Dallas, Texas 75202**

Upon receipt of the form, the Dallas County Administrator will review the case and any supporting documentation and issue the final decision. If the review results in a reversal the Warning is lifted and you may return to the Law Library. If the review modifies the Warning, then the Warning will be modified. If the review yields a decision for the Warning to stand, then the Warning remains in place.

A response will be given in 7-14 business days following the date each Criminal Trespass Appeal is received. A response to an emergency appeal will be given within 3-5 business days following the date such appeal is received. If the Warning remains after the Dallas County Administrator's review, all administrative appeals are exhausted and the Warning stands.

CRIMINAL TRESPASS APPEAL DECISION

- Appeal NOT Accepted. No further action will be taken.
- Appeal Accepted (Decision should be made within 4-10 business days)
- Appeal Accepted for Emergency review (Decision should be made within 1-3 business days)

FIRST APPEAL

APPEAL DECISION

- Criminal Trespass Warning lifted
- Criminal Trespass Warning stands
- Criminal Trespass Warning modified as follows: _____

Comments:

Name: _____ Title: _____

Signature: _____ Date: _____

SECOND APPEAL

APPEAL DECISION

- Criminal Trespass Warning lifted
- Criminal Trespass Warning stands
- Criminal Trespass Warning modified as follows: _____

Comments:

Name: _____ Title: _____

Signature: _____ Date: _____