

INFRACTION HEARINGS BY MAIL

COMPLETE ALL SECTIONS OF THIS FORM AND MAIL TO:

BOTHELL MUNICIPAL COURT

10116 Northeast 183rd Street, Bothell, WA 98011

Telephone 425-487-5587 option 3

municourt@bothellwa.gov

Infraction Hearing Options:

- **Contested hearing defined:** "Not committed and I can prove how."

Hearing in person: You are testifying to not committing the infraction. The Court will review the Officer's report and take sworn testimony from you and your witnesses. If the court finds you have not committed the infraction, it will be dismissed. If the Court finds that you committed the infraction, the entire penalty fee will be assessed and it will be reported to the Department of Licensing. You have a right to appeal this decision to Superior Court, but only at a hearing in person.

- **Mitigation hearing defined:** "I did commit this, but would like to explain the circumstances."

****You cannot mitigate a speeding in a School or Construction Zone infraction****

Hearing in person: You admit that you have committed the infraction, but request the penalty fine be reduced. Your case will not be dismissed and it will be reported to the Department of Licensing.

Hearing by mail: You forfeit your hearing date in order to have the case heard by mail. Instead you must complete the Defendant's Statement on the reverse side of this form, attach your written declaration and mail the completed form to the court 5 days prior to your scheduled hearing. The court will review your declaration, the police officer's sworn statement, and render a decision. The infraction will be found committed, and a monetary penalty will be determined. The penalty will be based on the facts of the case and your driving record. You agree to pay the Court ordered penalty within the specified time ordered by the Judge. The finding will be reported to the Department of Licensing. You will be notified by mail of the judge's decision. If you have not received a response within four weeks of mailing your hearing by mail form, it is your responsibility to contact the court at the number listed above.

- **Insurance violations:**

If you received an infraction for No Proof of Insurance and you had valid insurance at the time of the violation or have currently obtained valid insurance, please attach a copy of your insurance card to this form. Insurance policies and application forms are not accepted as proper proof of insurance. If you received another violation on your infraction in addition to the insurance violation, be sure to address that violation on the back of this form. If you had valid insurance at the time of the violation there will be a \$25.00 administrative fee for not showing proof of your insurance card at that time.

- **Expired vehicle registration:**

If you received an infraction for Expired Vehicle Registration/License and you have since renewed the registration, please attach a copy of your signed vehicle registration.

The court MUST receive your declaration BEFORE the scheduled hearing date.

Declarations which are not received within 24 HOURS to the scheduled hearing date will not be considered. If the court does not receive your declaration timely and you fail to appear for the hearing, the infraction will automatically be found committed, a \$52.00 penalty will be added and the violation will be reported to the Department of Licensing. Unpaid fines may also result in a referral to a collection agency and suspension of your privilege to drive.

Defendant's Statement by Mail

PLEASE CONSIDER MY WRITTEN MITIGATION BY MAIL STATEMENT (**attach additional pages**). I agree to abide by the rules and procedures governing written hearings under Infraction Rules for Courts of Limited Jurisdiction 3.5 and Bothell Municipal Local Court Rule 7.1 promise to pay the monetary penalty authorized by law or at the discretion of the court, any reduced penalty that may be set (per IRLJ 2.4) within the specified time ordered by the Judge and that **I cannot appeal** the ruling of the Court.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the attached statement is true and correct.

_____	_____
Date and Place of Statement	Defendant Signature
Ticket Number (required) _____	Hearing Date and Time _____
Printed Name _____	Phone Number _____
Email Address _____	Mailing Address _____

Mail completed form to Bothell Municipal Court 10116 NE 183rd St. Bothell, WA 98011, or email to municourt@bothellwa.gov

Please do not write below this space.

Ct I Finding: Dismissed Committed Fine \$ _____.

Ct II Finding: Dismissed Committed Fine \$ _____.

Ct III Finding: Dismissed Committed Fine \$ _____.

TOTAL FINE: \$ _____ Due date: ____/____/_____.

If the court does not receive the payment listed above by the due date, a \$52.00 penalty will be added and the violation will be reported to the Department of Licensing. Unpaid fines may also result in a referral to a collection agency (RCW 19.61.500) and suspension of your privilege to drive. Visa, MasterCard, cash or personal checks are accepted.

JUDGE MICHELLE GEHLSSEN Date