



Municipal Court

1016 N 4th Avenue, Building D, Pasco, Washington 99301
(509) 545-3491

HEARING BY MAIL/DECISION ON WRITTEN STATEMENT

You may present your case to the Court by mail. Please fill in this Hearing by Mail form and attach your statement along with any backup documentation. The Court must receive your statement before your current scheduled court appearance, if there is one, or submit with your Notice of Infraction within the 15-day response time. There is no appeal allowed from a decision on a written statement submitted by mail.

Name on Ticket _____ Ticket/Infraction No. _____

MITIGATION BY MAIL / CONTESTED BY MAIL / DEFERRED FINDING BY MAIL

(Check One)

MITIGATION BY MAIL: I agree I have committed the infraction(s). I want the court to consider my written statement explaining the circumstances surrounding this incident. I do not want to appear in person for my hearing. I understand there is no appeal allowed from the Court’s determination or order from a mitigation hearing.

CONTESTED BY MAIL: I do not believe that I committed the infraction(s). I want the Court to consider my written statement contesting the facts surrounding this incident. I do not want to appear in person for my hearing. I understand the Court will consider my statement and the citing officer’s report and enter a finding. I understand there is no appeal allowed from the Court’s determination or order from a contested hearing by mail.

DEFERRED FINDING BY MAIL: I believe I am eligible for a deferred finding, do not have a CDL license and request the Court to consider my request without a court hearing. I understand that if I fail to comply with the conditions of the deferral, including payment of the Administrative Fee, the Court will, without further notice to me, enter a finding of “committed,” impose the original penalty amount and will report the finding the Washington State Department of Licensing.

NOTICE OF THE COURT’S RULING WILL BE SENT VIA US POSTAL MAIL

ALL FINES, FEES OR COSTS ORDERED ARE DUE TO THE COURT WITHIN 60 DAYS OF THE COURT’S DECISION, UNLESS YOU CONTACT THE CLERK’S OFFICE TO ARRANGE A PAYMENT PLAN.

Failure to pay will result in a \$52.00 administrative fee being added. Notice of Failure to Pay will be sent to Washington State Department of Licensing, which will result in a hold being placed on your driver’s license AND the case will be forwarded to collections where additional fees and penalties will be imposed.

Defendant’s Statement

The following is my written statement contesting my infraction or explaining the circumstances. I have read and agree to abide by the rules and procedures governing hearings by mail. I agree to pay any penalty imposed in the time period set by the court. I certify under penalty of perjury under the Laws of the State of Washington it is true and correct: attached statement or additional pages.

Date and Place signed (City, State)

Signature

Printed Name

Phone Number

Address

City

State and Zip Code