



MITIGATION HEARING VIA WRITTEN STATEMENT

The Court is in receipt of your request for a hearing to mitigate (explain the circumstances) for your infraction and a date has been scheduled for the Judge to review your Written Statement. **Do not appear on the date indicated on the enclosed hearing notice, this is the date and time your Written Statement should be received by the Court to avoid late fees and further court action.** Your case will not be dismissed if you request a mitigation hearing.

Submit Your Mitigation Hearing Statement in writing by:

- Go to the Court's website: kirklandwa.gov/depart/municipal_court.htm and fill out the Hearing by Mail form online (PREFERRED) **or**
- Fill out the reverse side of this form, scan and email it to court@kirklandwa.gov **or**
- Fill out the reverse side and mail the form to: **KIRKLAND MUNICIPAL COURT, PO Box 678, Kirkland WA 98083-0678.**

UNTIMELY FILING OF THE HEARING BY MAIL FORM:

Each infraction will be found committed and a \$52 penalty may be added. The violation may be reported to the department of licensing and may result in the suspension of your privilege to drive. Unpaid fines may result in the referral to a collection agency and suspension of your privilege to drive.

If you prefer to cancel your hearing and pay online, you can do so at www.kirklandpay.com or contact the Court to set up payment arrangements on or before your scheduled hearing date.

Insurance Violation:

If you received a citation for **No Proof of Insurance** and had valid insurance at the time of the violation or have currently obtained valid insurance, please include a copy of your insurance card when you submit this form to the Court on or before your hearing. Insurance policies and application forms are NOT accepted as proper proof of insurance. If you received another violation on your citation in addition to the insurance violation, be sure to address that violation on the online hearing by mail form or the back of this form. If you had valid insurance at the time of the violation, there will be a \$25.00 administrative fee due prior to the dismissal of the no insurance violation.

The penalty for the following violations may not be waived, reduced, or suspended.

RCW 46.61.527(3) Roadway Construction Zones: A person found to have committed any infraction relating to speed restrictions in a roadway construction zone shall be assessed a monetary penalty equal to twice the penalty assessed under this law. This penalty may not be waived, reduced, or suspended.

RCW 46.61.110 Maximum speed limit when passing school or playground crosswalks: A person found to have committed any infraction relating to speed restrictions within a school or playground speed zone shall be assessed a monetary penalty equal to twice the penalty assessed under this law. This penalty may not be waived, reduced, or suspended.

Deferred Finding: (parking and school zone infractions are not eligible)

This option is discretionary with the Court and a way to keep a ticket from appearing on your driving record. The Judge will decide if you qualify for this option. You will not be eligible for a deferred finding if you have received one in the past seven years or if you are a commercial driver's license holder. Deferred findings are not available on school zone photo enforcement and parking tickets, as these are not placed on your driving record. You will be required to pay a \$200 administrative fee, have no traffic infractions or criminal charges within the deferral period and may be required to comply with other conditions. If you comply with ALL conditions, the charge will be dismissed at the end of the deferral period and will not go on your driving record. If you do not comply with the conditions as ordered, a finding of committed will be entered. The Department of Licensing will be notified of the committed infraction. You will be required to pay the original penalty that is noted on your infraction as well as the administrative fee. Additional penalties may apply. To avoid additional penalties, contact the Court upon receiving a new ticket. A request for a deferred finding is final. Once the Judge has granted the deferral you are unable to change your request.

KIRKLAND MUNICIPAL COURT
PO Box 678 Kirkland, WA 98083-0678
court@kirklandwa.gov (425) 587-3160

Court hours: 8:30am – 4:30pm, Monday – Friday. The court lobby is closed daily at 11:30am and reopens at 12:30pm

Do NOT appear in Court on the date indicated on the enclosed hearing notice. This is the date your Written Statement must be received by the Court to avoid late fees and further court action.

Go to the Court’s website: kirklandwa.gov/depart/municipal_court.htm and fill out the Hearing by Mail form online. If you are unable to submit your Hearing by Mail form on the Court’s website you may complete the section below and mail, email or place this form in the drop box, located at the front entrance of the Court. The Court must receive your form before your scheduled hearing. If received timely, you will receive a decision on your written statement by email or in the mail.

To proceed in writing, complete the following and return to the Court prior to the date/time indicated on the enclosed hearing notice.

- I wish to request a Deferred Finding (**School Zone & Parking citations are not eligible**). I have read the reverse side of this form and agree to abide by the rules and procedures governing a Deferred Finding. *(If marked then no further statement below is necessary.)*
- I wish to submit my case as a Mitigation Hearing by Mail. I have read and agree to abide by the rules and procedures governing hearings by mail.

THE FOLLOWING IS MY WRITTEN STATEMENT/DECLARATION EXPLAINING THE MITIGATING CIRCUMSTANCES:

Attach additional pages if necessary

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Print Name

<hr/> <p>Signature</p>	<hr/> <p>Today's Date</p>
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<hr/> <p>Citation Number - Required (Located in upper right corner of your hearing notice)</p>	<hr/> <p>Phone Number</p>
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Mailing Address

City, State, Zip

Email Address
