



KIRKLAND MUNICIPAL COURT

CONTESTED by email or mail only

The Court is in receipt of your request for a hearing to contest your traffic infraction. **In order to slow the spread of the novel coronavirus (COVID-19), Effective March 16, 2020, hearings will either be conducted online, by mail, email or rescheduled** as ordered by Court Administrative Order 2020-05. This is a proactive measure to ensure the health, well-being, and safety of our community members and employees. If you prefer to cancel your hearing and pay online, please do so at www.kirklandpay.com or contact the court for payment arrangements. The Court Lobby services are closed to walk-in visitors, but available by phone at 425-587-3160.

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 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 citation 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 due prior to the dismissal of the charge.

Deferred Finding

46.63.070(5)(a) Except as provided in (b), (c), and (d) of this subsection, in hearings conducted pursuant to subsections (3) and (4) of this section, the court may defer findings, or in a hearing to explain mitigating circumstances may defer entry of its order, for up to one year and impose conditions upon the defendant the court deems appropriate. Upon deferring findings, the court may assess costs as the court deems appropriate for administrative processing. If at the end of the deferral period the defendant has met all conditions and has not been determined to have committed another traffic infraction, the court may dismiss the infraction.

(b) A person may not receive more than one deferral within a seven-year period for traffic infractions for moving violations and more than one deferral within a seven-year period for traffic infractions for nonmoving violations.

(c) A person who is the holder of a commercial driver's license or who was operating a commercial motor vehicle at the time of the violation may not receive a deferral under this section.

(d) A person who commits negligent driving in the second degree with a vulnerable user victim may not receive a deferral for this infraction under this section.

If you are granted a deferred finding, you must pay the administration fee of \$200, comply with all court ordered conditions indicated on the deferred finding order and have no further law violations for the deferral period. Compliance with all conditions will result in the dismissal of the ticket and it will not appear on your driving record. You agree and understand that violating any of the court ordered conditions will result in the infraction being found committed and may be reported to the Department of Licensing. You also agree and understand that you will be required to pay the original amount of the infraction in addition to the administrative fee already imposed by the Court. Unpaid fines may result in the referral to a collection agency and suspension of your privilege to drive.

FAILURE TO UNTIMELY FILING OF THE HEARING BY MAIL FORM:

- 1. EACH INFRACTION WILL BE FOUND COMMITTED AND A \$52 PENALTY MAY BE ADDED**
- 2. THE VIOLATION MAY BE REPORTED TO THE DEPARTMENT OF LICENSING AND MAY RESULT IN THE SUSPENSION OF YOUR PRIVILEGE TO DRIVE**
- 3. UNPAID FINES MAY RESULT IN THE REFERRAL TO A COLLECTION AGENCY AND SUSPENSION OF YOUR PRIVILEGE TO DRIVE.**

(Please go to the Court's website at: kirklandwa.gov/depart/municipal_court.htm to complete your Hearing by Mail form online or fill out the reverse side of this form and mail.)

KIRKLAND MUNICIPAL COURT
PO Box 678 Kirkland WA 98083-0678
(425) 587-3160

The court has received your request for a Contested hearing. A hearing has been scheduled for the date and time indicated on the enclosed notice.

Go to the Court's website at: kirklandwa.gov/depart/municipal_court.htm to complete the online Hearing by Mail form.

If you are unable to submit your Hearing by Mail form online, you may complete the section below and mail this form to the Court. The Court must receive your form before your scheduled hearing to avoid a failure to respond. If received timely, you will receive a decision on your written submission by email or in the mail.

To proceed by mail, complete the following and return to the court prior to your scheduled hearing date/time.

- I wish to request a Deferred Finding (**School Zone & Parking citations not eligible**). I have read the reverse side of this form and agree to abide by the rules and procedures governing a Deferred Findings. (If marked then no further statement below is necessary.)
- I wish to submit my case as a Contested 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 CONTESTING THE CIRCUMSTANCES:

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

Signature

Today's Date

Print Name

Scheduled Hearing Date and Time

Mailing Address

Citation Number (required)

(Located in the upper right corner of your hearing notice)

City, State, Zip Code