

CONTESTED HEARINGS VIA WRITTEN STATEMENT, ZOOM OR IN PERSON



The Court is in receipt of your request for a hearing to contest your traffic infraction and a hearing has been scheduled for the date and time indicated on the enclosed hearing notice.

You can choose one of the following 3 options:

1. In Writing - Submit Your Contested 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.**

*If you choose to submit your statement in writing, and the infraction is found committed, you have NO right to appeal the Court's decision.

2. By Zoom - Attend Your Contested Hearing Virtually Via Zoom:

To join the Zoom hearing go to: <https://zoom.us/join>

You will need an electronic device with internet connection, you can use a smart phone, iPad/tablet or computer with a microphone, speaker, and optional webcam. You will need to install the free Zoom App before your Contested hearing begins. You can download the free Zoom computer or mobile app at: <https://zoom.us/download>

Join Courtroom 3 by entering: Meeting ID: 480 418 6728 Meeting Password: 255141

Turn your camera on and mute your microphone until your case is called.

If you don't have a smart phone or computer with internet, you can use your phone to call in and join the Zoom hearing (Audio Only): Dial: [888-475-4499](tel:888-475-4499) US Toll-free or [877-853-5257](tel:877-853-5257) US Toll-free

Join Courtroom 3 hearing by following the voice prompts: Meeting ID: 480 418 6728 Password: 255141

3. Appear in Person at the Court:

Kirkland Municipal Court

11740 NE 118TH Street, Kirkland, WA 98034

UNTIMELY FILING OF THE HEARING BY MAIL FORM OR FAILURE TO APPEAR FOR ZOOM HEARING OR IN PERSON:

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 court 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.

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

You are NOT required to appear at your Contested Hearing if this form is received by the Court before your scheduled hearing date.

If you are unable to submit your Hearing by Mail form on the Court’s website: kirklandwa.gov/department/municipal_court.htm 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 to avoid a failure to respond. 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 your scheduled hearing date/time.

- 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 Contested Hearing Statement in writing. *(If you choose to submit your statement in writing, and the infraction is found committed, you have NO right to appeal the court’s decision.)*

THE FOLLOWING IS MY WRITTEN STATEMENT/DECLARATION CONTESTING THE INFRACTION

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 _____

Signature _____

Today’s Date _____

Citation Number - Required (Located in upper right corner of your hearing notice) _____

Phone Number _____

Mailing Address _____

City, State, Zip _____

Email Address _____