**KIRKLAND MUNICIPAL COURT**
**11740 NE 118TH ST**
**P.O. BOX 678**
**KIRKLAND, WA 98083-0678**
Questions may be directed to (425) 587-3160
from 8:30 a.m to 4:30 p.m.
Closed Saturday, Sunday & Holidays

PARKING INFRACTION INSTRUCTIONS
This notice represents a determination that a parking infraction has been committed. This determination shall be final unless you respond to it by requesting a hearing and checking the appropriate box below. You must respond to this notice within 15 days of the date it was issued. Any mailed response must be postmarked no later than midnight on the day the response is due.

A parking infraction is a non-criminal offense for which imprisonment may not be imposed as a sanction. Failure to pay or respond within 15 days or failure to appear at a requested hearing may result in: 1) additional monetary penalties, 2) non-renewal of the vehicle registration, 3) loss of your right to a hearing, 4) tow and impound of the vehicle.

You must respond in 1 of the following 3 ways.

☐ I AGREE THAT I COMMITTED THE PARKING INFRACTION AND CHOOSE TO PAY THE MONETARY PENALTY. Enclose a check or money order only payable in US funds to Kirkland Municipal Court in the envelope provided. Print the infraction and license plate number on a check or money order.

☐ I REQUEST A HEARING TO EXPLAIN THE CIRCUMSTANCES. By requesting a mitigation hearing, you will be deemed to have committed the infraction. You may not subpoena witnesses for this hearing.

☐ I REQUEST A HEARING TO CONTEST THE INFRACTION. At a contested hearing the City has the burden of proving by a preponderance of the evidence that the infraction was committed. You may subpoena witnesses including the officer who issued the notice of infraction.

IF YOU REQUEST A HEARING, fill in the information below and return this infraction in the envelope provided. Do not send payment. You will be notified in writing of your hearing date.

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Name (PLEASE PRINT)

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Address

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| City | State | Zip |

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Date of Birth          Drivers License #

**X** _____

Signature-I promise to appear at the approved date and time.

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