

MITIGATION HEARING VIA WRITTEN STATEMENT, ZOOM OR IN PERSON



The Court is in receipt of your request for a hearing to mitigate (explain the circumstances) for your infraction and a hearing has been scheduled for the date and time indicated on the enclosed hearing notice. By requesting a mitigation hearing you are admitting that you committed the infraction and wish to provide an explanation to the Judge. **The infraction will not be dismissed, and the Court's decision cannot be appealed.**

You can choose one of the following 3 options:

1. In Writing - 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.
- **YOU DO NOT NEED TO APPEAR AT COURT ON THE HEARING DATE IF YOU SUBMIT YOUR CASE IN WRITING, TIMELY.**

2. By Zoom - Attend Your Mitigation 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 appear via 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 mitigation hearing begins. You can download the free Zoom computer or mobile app at:

<https://zoom.us/download>

Join Courtroom 1 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 1 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 THE HEARING BY ZOOM OR IN PERSON:

The court **must** receive all written statements **before** your scheduled hearing. Written statements received after your scheduled hearing will not be considered. If the court does not receive your statement before the scheduled hearing date and you also fail to appear for the hearing, the infraction will automatically be found committed, a \$25.00 penalty may be added. Unpaid fines may result in referral to a collection agency.

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.

(Please complete the reverse side of this form to submit your hearing by mail)

