



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 and you cannot appeal the court's decision.

MITIGATION HEARING BY MAIL PROCESS:

The Judge will review your written statements, all of the documentation provided, the police officer's sworn statement, photos and video and render a decision. You will be notified by mail of the Judge's decision. The penalty will be based on the facts of the case and your driving record. If the infraction is found committed, you have NO right to appeal the court's decision. You also agree to pay the court ordered penalty within the specified time ordered by the judge. You will be notified by mail of the judge's decision. If you have not received a response within four weeks of submitting your hearing by mail form, it is your responsibility to contact the court at the number listed above.

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.**

If You Fail To Timely File A Hearing By Mail Form:

1. Each Infraction Will Be Found Committed
2. A \$25 Penalty May Be Added
3. Unpaid Fines May Result In The Referral To A Collection Agency

The court **must** receive all statements **before** your scheduled hearing. Statements *not* received before 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)

Email Address