

HEARING BY MAIL

*Read BOTH sides of this form *

A hearing by mail can be used when you do not want to or have time to appear before the judge but you want the judge to hear your case. This form must be **COMPLETELY** filled out in order for the judge to make a ruling. Omitting any part of this form may result in higher fines or fees because of lack of information.

CONTESTED I want to contest (challenge this infraction). **MITIGATION** I agree I have committed the infraction.

Print Name: _____ **Ticket No:** _____

Mailing Address: _____

Phone Number: _____

You may present your case to the Court by *mail*. The Court **must receive this completed form and/or your statement before the hearing date shown on the enclosed form.** (Please submit before your court date.)

- You will be notified by mail of the Court's decision, the penalty amount, and date that the penalty is due.
- **If you do not want to appear in person for your hearing and you forget to submit this form:** You are obligated to appear for your hearing. **If you fail to file this by mail statement before your court date indicated on this form, and/or you fail to appear for your hearing, the infraction is deemed committed and a \$52 penalty (FTA) is added. The DOL will be notified and your driving privilege may be suspended.
- **I understand there is no appeal allowed from a mitigation hearing.**

I want the Court to consider my written statement explaining the circumstances surrounding this incident listed on the back of this form.

▶ **Signature:** _____ **Date:** _____

PAYMENT OPTIONS:

CHECK one of the following payment options **AND** sign and date at the bottom.

- I will send in payment in full within 30 days of the date of the Court order.
- I request monthly payments. (Minimum payment \$25 per month.) I will pay \$_____ per month by the _____ day of each month beginning next month. ***A fee of \$10 per ticket, up to \$25, is assessed per payment plan.***

OR

- I will pay by credit card.

The Court accepts cash, checks, money orders or cashier's checks **ONLY**. The Court **CANNOT DIRECTLY PROCESS CREDIT OR DEBIT CARDS**. For a convenience fee, you may pay online or over the phone.

Visit WWW.CITYOFFIRCREST.NET/COURT/ for payment portal. *Please note Fircrest & Ruston have their own and separate website and numbers.

▶ **Signature:** _____ **Date:** _____

I promise to pay my penalties as scheduled above. I understand that failure to pay as scheduled may result in: (1) a delinquency charge added to my payment account, (2) suspension of my driver's license, (3) the balance owing referred to a collection agency (RCW 19.61.500). I also understand that, if the Court refers my account to a collection agency, the balance due may be reported to a Credit Bureau and that I will be required to pay the additional costs of collection.

