



DES MOINES MUNICIPAL COURT / NORMANDY PARK MUNICIPAL COURT

21630 11th Ave. S. Suite "C", Des Moines, WA 98198-6398

Court Telephone Number: 206-878-4597 Court E-Mail: court@desmoineswa.gov

YOU HAVE THE OPTION TO PROCEED WITH A HEARING BY MAIL / E-MAIL.

Instead of appearing in court in person (by Zoom) on the date and time scheduled on your hearing notice, you have the option to submit a written statement by U.S. mail or E-mail to contest or mitigate your ticket. If you choose this option, you will **not** be required to appear on the date in your hearing notice. Listed below is a description of each hearing type. Please choose an option, complete the form on the reverse side of this letter, sign the statement, and **mail or e-mail your statement to the Court prior to your scheduled hearing**. Once received, the Judge will review your written statement and you will be notified by mail of the Judge's decision and the amount of the fine imposed, if any. There is no appeal from a hearing by mail / e-mail.

WHAT IS A CONTESTED HEARING BY MAIL / E-MAIL?

Request a contested hearing if you want to challenge the ticket or you believe you did not commit the violation. A contested hearing by written statement is an administrative hearing conducted in judicial chambers. The City must prove by a preponderance of all the evidence submitted that you committed the violation. On the date of the hearing, the Judge will review the citing officer's report and the written statement or documents that you submitted. If the Judge finds that you committed the violation, you agree to pay any monetary penalty authorized by law and assessed by the Judge.

WHAT IS A MITIGATION HEARING BY MAIL / E-MAIL?

Request a mitigation hearing if you agree that you committed the violation but you want to explain what happened at the time the ticket was issued. The Judge will review your written statement and determine whether there is a basis to reduce the amount of the fine. You agree to pay the monetary penalty authorized by law or, at the Judge's discretion, any reduced penalty.

WHAT IS A PAYMENT PLAN HEARING BY MAIL / E-MAIL?

Request a payment plan hearing if you agree that you committed the violation but you do not have the current ability to pay the fine in full and you want to enter into a payment plan with the court to pay your fine in monthly installments over time. To request a payment plan, complete the enclosed "Declaration of Inability to Pay" form and submit it to the court by U.S. mail or e-mail. This form is also available online at our website: https://www.desmoineswa.gov/your_government/municipal_court. Once completed, you must sign the form. The Judge will review your completed form to determine your eligibility for a payment plan and the amount of your monthly payment.

NOTICE: If you fail to pay in full any monetary obligation imposed by the Judge or you fail to enter into a payment plan with the Court, you will be assessed an additional \$52 default penalty for traffic tickets and a \$25 default penalty for parking and camera tickets. In addition, the ticket may be referred to a collection agency and collection costs may be imposed and your wages or assets may be garnished. Failure to pay in full or set up a payment plan may also result in a suspension of your driver's license.

CHOOSE AN OPTION: ☐ I want to contest this ticket. ☐ I want to mitigate this ticket.

☐ I want to request a payment plan (you must complete and sign the enclosed “Declaration of Inability to Pay Fine” form.)

The court must receive your written statement or “Declaration of Inability to Pay Fine” form PRIOR to the scheduled hearing date.

STATEMENT TO THE JUDGE

I wish to submit my case to the court in writing. I have read and agree to abide by the rules and procedures governing hearings by mail. If a penalty is imposed, I agree to pay the penalty in the time period set by the court. I understand and agree that I cannot appeal the court's decision.

Name: _____ Ticket Number: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

THE FOLLOWING IS MY WRITTEN STATEMENT:

[illegible]

**I certify under penalty of perjury under the laws of the State of Washington
that the foregoing statement is true and correct.**

Signed on _____ at _____
Date City & State Where Signed

_____ ☐ Electronic signature authorized
Defendant's Signature

Submit the completed form or financial screening form to the Court by **E-mail:** court@desmoineswa.gov, or by **U.S. Mail:** Des Moines Municipal Court, 21630 11th Ave. South, Ste. C, Des Moines, WA 98198