

Roy Municipal Court
MITIGATION HEARING BY MAIL INFORMATION SHEET

Mitigation Hearing by Mail

If you would like a mitigation hearing but are unable to appear in court due to work, school or other circumstances, you may have a mitigation hearing by mail. If you decide to proceed with a hearing by mail, you will not be required to appear in court. Instead you must complete a **"Request for Decision on Written Statement"** form.

By requesting a mitigation hearing, you acknowledge having committed the infraction violation(s) but would like to explain the circumstances to the Judge. By submitting a written statement by mail, you will have the opportunity to explain the circumstances and the Judge may consider a reduction of the fine. The Department of Licensing will be notified of the committed violation(s) unless it is a non-traffic infraction or non-moving violation. If you choose this option, you will have no other court dates and your case will be closed upon payment of the fine.

When the Judge finds that the infraction has been committed, a monetary penalty will be imposed. The penalty will be based on the facts of the case, your statement, any copies of documentation you provide (such as current registration, equipment repair, valid license, etc.) and your driving record. You may not appeal the court's determination or order. You will need 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 mailing your "Request for Decision on Written Statement" form, it is your responsibility to contact the court at the number listed above.

Deferred Finding

You may request a Deferred Finding by mail if you meet the eligibility requirements. (See **"Deferred Finding Statement"**)

Insurance Violation

If you received a citation for No Proof of Insurance and had valid insurance at the time of the violation or have recently obtained valid insurance, please attach a copy of your insurance card to your hearing by mail form. **Insurance policies and application forms are not accepted as proper proof of insurance.** If you had valid insurance at the time of the stop, the insurance violation will be dismissed with a \$25.00 Mandatory Insurance Cost for not being able to provide proof of insurance at the time you were stopped.

Failure to request a court hearing or submit a "Request for Decision on Written Statement" form within 15 business days after receiving a ticket will result in a finding of committed. A \$52.00 penalty may be added and the violation will be reported to the Department of Licensing. Unpaid fines may result in your license being suspended and referral to a collection agency.

Roy Municipal Court 216 McNaught St PO Box 700 Roy, WA 98580 (253) 843-0463