

Roy Municipal Court
CONTESTED HEARING BY MAIL INFORMATION SHEET

Contested Hearing by Mail

If you would like a contested hearing but are unable to appear in court due to work, school or other circumstances, you may have a contested 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.

The Judge will review your statement, the police officer's sworn statement, copies of documents you provide (such as current registration, equipment repair, valid license, etc) and will make a decision based upon that.

If the court finds that the infraction has been committed, a monetary penalty will be imposed. The penalty will be based on the facts of the case 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 Option

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 Failure to Provide Proof of Insurance and did indeed have 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.

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