

**TUKWILA MUNICIPAL COURT**  
6200 SOUTHCENTER BLVD. TUKWILA, WASHINGTON 98188  
(206) 433-1840

The court is in receipt of your request for a hearing to contest your traffic infraction. **There are three procedural options available to you.** You may contest your infraction in person (or request a Deferred Finding in person), request a Contested Hearing by Mail, or request a Deferred Finding by Mail.

**Contested In Person Hearing**

You and your witnesses, if any, must personally appear in court at the date and time indicated on the enclosed hearing notice unless you wish to have your hearing by mail. If we are not in receipt of your properly filed Contested By Mail form, your name will appear on the court's calendar for an In Person Hearing and you are expected to appear in person to contest your infraction. You may request a Deferred Finding (see explanation below) in person at your contested hearing.

**Contested Hearing by Mail.**

Instead of appearing in court at the date and time scheduled on your hearing notice, you also have the option of 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 the reverse side of this form. If you have any witnesses, their written statement must be attached to this form. On the date of your scheduled hearing, the court will review the statements you submit, the police officer's sworn statement, and render a decision. Because you have agreed to contest the infraction by mail, you give up your right to appeal the court's findings. The court will base its decision on all the information submitted. You will be notified by mail of the court's decision. If you have not received a response within two weeks of your hearing date, it is your responsibility to contact the court. If found "committed", you agree to pay the court ordered penalty within the specified time ordered by the judge (typically within 90 days of the decision). If you need more time to pay the entire amount, you may contact the court to determine if a longer payment plan is available to you.

**Deferred Finding by Mail**

You may request a Deferred Finding by mail and it will be up to the judge to grant your request. You may only have one (1) deferral for a moving violation and one (1) deferral for a non-moving violation within a seven (7) year period. If you meet all the conditions of the Deferred Finding, your ticket will be dismissed after twelve (12) months and will not appear on your driving record. The conditions are: keep your address up to date, pay \$150 in court costs, do not have a traffic infraction found committed or criminal conviction in any court within the deferral period. If you fail to meet the conditions, a "committed" finding will be entered and you will be required to pay the original amount of the infraction, the court costs, and default penalties. Unpaid fines may result in referral to a collection agency and suspension of your driving privilege.

**Deadlines for Hearing by Mail Submissions**

All hearing by mail statements **must** be received by the court within one business day prior to your hearing date. This is to ensure the court receives all information in a timely manner.

**Penalties For Failing to Appear at In Person Hearing or Improper Contested By Mail**

If you fail to appear at your hearing or fail to properly file your Contested Hearing by Mail form, the ticket will be found committed, collection costs and fees will be added to the fine amount indicated on your ticket, and will be reported to the Department of Licensing. Unpaid fines may result in referral to a collection agency and suspension of your privilege to drive a motor vehicle.

To proceed by mail, the reverse side of this form must be completed and returned to the court at the above address within the time limits described in paragraph four.

