

Lake Forest Park Municipal Court Contested Guidelines

You may be eligible to apply for an electronic contested hearing.

Contested Defined: You deny that you committed the violation(s).

Contested Hearing in Person: The court is in receipt of your request for a hearing to contest your traffic infraction. You must appear in court on the date and time indicated on the enclosed hearing notice unless you wish to have your hearing by mail. During this process, the judge will hear your sworn testimony. At your contested hearing you may present physical evidence and call any witnesses to testify on your behalf. You may subpoena the officer to appear for your contested hearing but must do so 15 days prior to the scheduled hearing. A subpoena packet is available from the Clerk of the Court. You may appeal the judgment entered after a contested hearing. An appeal packet is available from the Clerk of the Court. An appeal must be filed within 30 days of the date the judgment was entered. **If you fail to appear for your hearing, the infraction will be found committed, a \$52 default penalty will be added, and reported to the Department of Licensing. Unpaid fines may also result in referral to a collection agency and suspension of your privilege to drive.**

[Go to information about Subpoena Procedures](#)

Contested Hearing By Mail: Instead of appearing in court on 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 declaration on the second page of the downloadable form and mail it to the court so that it is received by the court prior to your scheduled hearing. The court will review your declaration, and the police officer's sworn statement and render a decision. If the infraction is found to have been committed, a monetary penalty will be determined. The penalty will be based on the facts of the case and your driving record. You must agree 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.

[Download a Mail-in Contested Request Form \[PDF\]](#)

Electronic (online) Contested Hearing: Instead of appearing in court on the date and time scheduled on your hearing notice, you also have the option of an electronic, or online, contested hearing. If your violation requires physical submission of documents, i.e. proof of license, insurance, registration, tabs or handicap parking violations, it may not be addressed through the electronic contested process unless you can attach a scanned document.

[Go to an Electronic Contested Form](#)

Deadline for Declaration: The court, prior to the scheduled hearing date, must receive your declaration. Declarations which are not received prior to the hearing date will not be considered. If the court does not receive your declaration by the hearing date and you also fail to appear for the hearing, a \$52 default penalty will be added and reported to the Department of Licensing. Unpaid fines may also result in referral to a collection agency and suspension of your driving privilege.

Failure to pay as promised, or to meet a payment schedule worked out with the court, or to comply with terms and conditions imposed by the court, may result in suspension of your driving privileges, referral to a collection agency and addition of further penalties and/or fees.