



LAKE FOREST PARK MUNICIPAL COURT INFRACTION PROCEDURES

WHAT DO I DO IF I RECEIVE AN INFRACTION?

Begin by carefully reading the front and back of your citation. You must respond to the infraction within fifteen (15) days from the violation date. A failure to respond will result in the suspension of your drivers license, further penalties and collections. You can respond by either mailing the green citation to the court or bringing it in person to the clerk's office. Court dates will not be given out over the phone. Select one of the boxes on the back and verify your address. If you choose box 1, you are electing to pay the infraction. Box 2 indicates a "guilty" response and box 3 indicates "not guilty" response. A hearing notice will be mailed to you. It will include a form to request a hearing by mail.

WHAT IS A MITIGATION HEARING?

A mitigation hearing is held when you admit you committed the violation but wish to explain the circumstances to the judge. To request a mitigation hearing, mark box 2 on the back of your citation. The judge may adjust your penalty based on your explanation. The court is required to forward all committed traffic citations to the Department of Licensing and it will appear on your driving record. Mitigation hearings can be held by mail.

WHAT IS A CONTESTED HEARING?

A contested hearing is held when you believe you did not commit the violation. To request a contested hearing, mark box 3 on the back of your citation. The officer will not be present unless you file an officer subpoena which is available from the clerk. Discovery requests should be made in writing to the

prosecutor's office. You may testify, present evidence or witnesses at a contested hearing. In the event you have requested witnesses, you may be required to pay court costs. If you have a contested hearing and lose, the penalty may stay the same. Contested hearings may also be held by mail.

WILL A TRAFFIC INFRACTION - APPEAR ON MY DRIVING-RECORD?

The infraction will go on your Department of Licensing driving abstract if you pay the penalty, mitigate or if the judge finds you have committed the infraction. Neither the judge nor the court clerk has the authority to keep the infraction off of your record.

WHAT IS THE DEFERRED FINDING PROGRAM?

This program allows you to keep an infraction off your record. You must admit the offense, not have had a deferred finding within the past 7 years, enter into a 12 month probationary period and pay a \$100 administrative fee.

WHAT IF I DON'T PAY MY TICKET OR APPEAR FOR A HEARING?

A failure to pay or respond to the citation within 15 days will result in a finding of committed. If you requested a hearing and did not appear, a \$48 late penalty is added to the original amount of the citation and payment is due immediately. An unresolved citation will show as a "hold" against your license through the Department of Licensing. In this case, payment must be by cash or its equivalent. Personal checks will delay processing and adjudication for approximately 10 days.

WHAT ABOUT AN INSURANCE TICKET?

If you receive a citation for no proof of insurance at the time of the stop, and you actually had insurance, you may file the proof with the court clerk and pay a \$25 administrative fee, and the infraction will be dismissed,

CAN I HAVE MY HEARINGS BY MAIL?

Both mitigation and contested hearings can be done by mail. There is no right to appeal from a contested hearing by mail. If the charge is related to an insurance, registration or license violation, you must provide proof of these documents before the court will consider the penalty. You may also request a deferred finding by mail.

METHODS OF PAYMENT

- * CASH (Exact change)
- * CHECK (Include citation number)
- * CASHIERS CHECK/MONEY ORDER (Include citation number)
- * CREDIT CARD (Official Payments)

IS THERE A RIGHT TO APPEAL?

If you do not win at a contested hearing, you have the right to appeal to the Superior Court of King County. The notice of appeal must be filed within 30 days of the judgment. There will be costs, payable in advance, including a \$110 filing fee. The Superior Court will review the record that was made at the municipal court level, but there will not be a new trial. Appeal packets are available from the clerk.

WHAT IF I CAN'T PAY MY FINE ALL AT ONCE?

If you cannot pay your fines in full at the time of the hearing, the clerk will allow you to sign a time payment agreement. This is a contract with the court for installment payments. Failure to abide by the contract will result in additional penalties, possible suspension of your drivers license and assignment to collection.

DROP BOX

A secured drop box is located on the side of the building at the left of the 1st floor, main entrance. Payment or correspondence may be left in the drop box after hours.



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