

MONROE MUNICIPAL COURT
806 W Main St
Monroe WA 98272
Phone (360) 863-4548 Fax (360) 863-4628

➤ **Contested by mail**

Instead of appearing in court on the date and time scheduled on your hearing notice, you 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 Defendant's Statement and the declaration on the reverse side of this form and mail them to the court at least **five (5) days prior** to your scheduled hearing. Also, if you were charged with No Proof of Insurance under RCW 46.30.020, AND you have proof that you were properly insured on the date and at the time of the violation, please include a copy of that proof along with your declaration and the case will be dismissed up payment of \$25.00 court costs. For all other offenses, the court will review your declaration and the police officer's sworn statement and render a decision. You will be notified of the court's finding no less than 14 days of the scheduled hearing. If the infraction is found not committed, the infraction will be dismissed, and the case closed. If the infraction is found to be committed, the full amount of the penalty will be imposed. The finding will be reported to the Department of Licensing. You agree to pay the court-ordered penalty within 30 days of receipt of the court's judgment or request a payment plan. You will be notified by mail of the judge's decision. There is no right to appeal the court's decision of a case contested by mail. An in-person hearing may be requested by filing a motion with the court to show cause why an in-person hearing is needed.

Deferred Finding by mail

You may also seek a "deferred finding" if you are eligible

YOU ARE ELIGIBLE FOR A DEFERRED FINDING IF:

- **You do not have a Commercial Driver's License (CDL).**
- **You do not have any other infraction deferrals in the past seven (7) years in the State of Washington.**
- **You have a valid Washington State Driver's license.**
- **Failure to provide proof of insurance tickets are not eligible for a Deferred Finding.**

You will be required to pay an administrative fee which is equal to the **penalty amount of the citation** for which a Deferred Finding is being requested. If eligible for a Deferred Finding, the case will be dismissed and closed upon receipt of the administrative fee.

IF YOU FAIL TO FILE A TIMELY STATEMENT FOR A HEARING BY MAIL:

- A JUDGMENT OF COMMITTED WILL BE ENTERED ON THE CHARGED INFRACTION(S).
- AN ASSESSMENT OF \$52.00 WILL BE ADDED TO THE FINE(S).
- THE DEPARTMENT OF LICENSING WILL BE NOTIFIED OF THE JUDGMENT ENTERED AND THEY WILL TAKE ACTION TO SUSPEND YOUR DRIVING PRIVILEGES IF THE CHARGE IS A TRAFFIC INFRACTION.
- THE FINES WILL BE FORWARDED TO A COLLECTION AGENCY AND YOU WILL BE REQUIRED TO PAY ADDITIONAL COLLECTIONS FEES AND INTEREST.

