



CITY OF
Federal Way

MUNICIPAL COURT
33325 8th Ave South
Federal Way, WA 98003-6325
(253) 835-3000

Greetings: The court is in receipt of your request for a hearing for your infraction(s). The notice of your court hearing is enclosed. We will explain what you can expect at your hearing and give you an option to allow you to avoid the in-person hearing.

Contested Hearing

You and your witnesses, if any, must appear in court at the date and time indicated on the notice. At the hearing, the court will review the officer's report and take sworn testimony from you and your witnesses. If the court finds that you committed the infraction, you must pay the entire amount indicated on the infraction. The court generally will not reduce the penalty amount or allow a deferral after a contested hearing is held. You have the right to appeal the committed finding(s) to King County Superior Court.

Mitigation Hearing

If you choose to appear in person to explain the circumstances of your infraction(s) or to ask the court to reduce the penalty amount, you must appear in court at the date and time indicated on your notice. The result of this hearing will go on your driving record. **Please note: The court cannot lawfully reduce the penalty amount for speeding in a school zone or speeding in a construction zone.** Therefore, if you requested a mitigation hearing for such violations, your request has been converted to a contested hearing and you will be given the opportunity to argue that you did not commit the infraction.

Deferred Findings

A deferred finding allows **qualified** drivers to keep an infraction off his or her driving record upon compliance of the conditions set forth by the court. You are not qualified if you have a commercial driver's license or if you had a deferred finding within the past seven (7) years. There are usually just two conditions that need to be met for a successful deferred finding; First, no committed violations for a period between 6 to 12 months and, second, pay court costs of \$175 within 60 days of the date of the court order. Failure to abide by either of these conditions will result in an entry of a committed finding, the Department of Licensing will be notified to place this offense on your driving record, and additional monetary penalties will be assessed by the court. You may request a deferred finding of your infraction in three (3) ways; First, ask for one in person on your court date. Second, come to the courthouse in advance of your hearing and request Traffic School. Third, request a deferred finding by mail (see reverse side).

Hearings by Mail

Instead of appearing in court at the date and time scheduled on your notice, you can choose to proceed by submitting your statement by U.S. mail or by email using our City website at www.cityoffederalway.com. **You will not be required to appear in court if you complete the reverse side of this form and send it to the court at least five (5) business days before your scheduled hearing date. Your in-person hearing date/time will remain on the calendar if your statement is submitted in an untimely manner and you could be listed as failing to appear at that hearing.**

The court makes a decision based solely upon your written statement and the officer's statement. **You waive the right to appeal when you submit a Hearing by Mail. A \$10 time pay fee is assessed with the fine.** Contact the court at 253-835-3000 if you do not receive a decision within two weeks from the date of your scheduled in-person hearing.

