

**Mount Vernon Municipal Court  
1805 Continental Place  
Mount Vernon WA 98273  
(360) 336-6205  
Email: [mvcourts@mountvernonwa.gov](mailto:mvcourts@mountvernonwa.gov)**

**Mitigation/Contested Infraction Hearing by Mail Rules**

The Court is in receipt of your request for a hearing to mitigate (explain the circumstances) **OR** contest your traffic infraction by mail. Your case cannot be dismissed if you request a mitigation hearing. If you fail to file this declaration and statement prior to the hearing date set, the infraction will be found committed, a \$52 default penalty will be added, and the finding will be reported to the Department of Licensing. Unpaid fines may also result in a referral to a collection agency and suspension of your privilege to drive.

**Mitigation/Contested Hearing by Mail**

Instead of appearing in court on the date and time scheduled on your hearing notice, you have been given the option of a mitigation/contested "hearing" by mail. You **must** complete the Defendant's Statement below and the declaration on the reverse side of this form and mail them to the court prior to the scheduled hearing as noted on your hearing notice. An actual hearing will not take place as you have requested this be handled through the mail. 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. The court will review your declaration and the police officer's sworn statement and render a decision. Any finding will be reported to the Department of Licensing. Any penalty imposed will be based on the facts of the case and your driving record. You 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.

**The Court must receive your declaration PRIOR to the scheduled hearing date**

If, after reading this information sheet, you wish to proceed with an infraction hearing by mail, please fill in the rest of this form and return it to the court.

If, on the other hand, you decide you wish to personally appear at a hearing, simply appear at the court on the date and time scheduled on your hearing notice.

Declarations, which are not received prior to the scheduled hearing date, will not be considered. If the court does not receive your declaration by the hearing date, or payment in full, a \$52 default penalty will be added and the finding of "**committed**" will be reported to the Department of Licensing. Unpaid fines may also result in a referral to a collection agency and suspension of your privilege to drive.

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**Defendant's Statement**

**I wish to submit my case to the court on written statements. I have read and agree to abide by the rules and procedures governing hearings by mail. I agree to pay any penalty imposed in the time provided by the court.**

Signature \_\_\_\_\_

Name: \_\_\_\_\_  
Please print

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Hearing Date & Time: \_\_\_\_\_

\_\_\_\_\_

Ticket Number (required) \_\_\_\_\_

Phone: \_\_\_\_\_

(See reverse side)

The following is my written statement:

- 1.  I did not commit this infraction, I wish to contest.
- 2.  I agree I committed this infraction, I wish to mitigate.
- 3.  Optional: I wish to petition for a deferred finding.

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I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

_____	_____
<u>Date and Place of signing</u>	<u>Signature</u>



**JUDGES RULING**

The court has reviewed your statement and that of the officer and his/her witnesses. A ruling has been made as set forth below:

- |  |  |
|--|--|
| [ <input type="checkbox"/> ] Case dismissed      | [ <input type="checkbox"/> ] Found committed-fine imposed: |
|  | \$ _____   |
| [ <input type="checkbox"/> ] Found NOT committed | + \$ _____ Time Pay Fee                                    |
|  | \$ _____ <b>Total Due</b>                                  |

**DUE IN FULL**

**MAIL PAYMENTS TO: - OR PAY ONLINE AT [WWW.MVWACOURTPAYMENT.COM](http://WWW.MVWACOURTPAYMENT.COM)**  
**MOUNT VERNON MUNICIPAL COURT**  
**1805 CONTINENTAL PLACE**  
**MOUNT VERNON WA 98273**

Date: \_\_\_\_\_

\_\_\_\_\_  
JUDGE/COMMISSIONER