

WAPATO MUNICIPAL COURT  
205 SOUTH SIMCOE AVE, WAPATO, WA 98951  
509-877-6269

**Mitigation Hearing in Person**

The court is in receipt of your request for a hearing to mitigate your traffic infraction. You and your witnesses, if any, must personally appear in court at the date and time indicated on the enclosed hearing notice unless you wish to have your hearing by mail.

If you fail to appear for your hearing, the citation will be found "committed", a \$52 FTA penalty may be added, and the violation will be reported to Department of Licensing. Unpaid fines may result in a referral to a collection agency and suspension of your privilege to drive.

**Mitigation Hearing by Mail**

Instead of appearing in court at the date and time scheduled on your hearing notice, you also have the option of a hearing by mail. If you decide to proceed with your request for a reduction in your fine by mail, you will not be required to appear in court. Instead you must complete the reverse side of this form. If you have any witnesses, their written statement must be attached to this form. The court will review your statements including supporting documentation,\* the police officer's sworn statement, and determine whether your explanation of the events justifies reduction of the monetary penalty. The Court will enter an order finding you committed the infraction and assess a monetary penalty. The penalty will be based on the facts of the case and driving record. You must pay the court-ordered penalty within the specified time ordered by the Judge. You will be notified by mail of the judge's decision. If you have not received a response within four weeks of mailing your hearing by mail, it is your responsibility to contact the court at the number listed above.

The court **must** receive all statements **before** your scheduled hearing. Statements **not** received before your scheduled hearing will **not** be considered. If the court does not receive your statement before the scheduled hearing date and you also fail to appear for the hearing, the infraction will automatically be found committed, the monetary penalty imposed, a \$52 penalty may be added, and the violation (if traffic) will be reported to Department of Licensing. Unpaid fines may result in referral to a collection agency and suspension of your privilege to drive.

**Insurance Violation**

If you received a citation for No Proof of Insurance and had valid insurance at the time of the violation or have currently obtained valid insurance, please attach a **copy** of your insurance card to this form. Insurance policies and application forms are **not** accepted as proper proof of insurance. If you received another violation on your citation in addition to the insurance violation, be sure to address that violation on the second page of this form. If you had valid insurance at the time of violation, there may be a \$25 administrative fee for not showing proof of your insurance card at the time of violation. If you obtained valid insurance after the date of the violation, your monetary penalty may be reduced.

***\*Any supporting documentation you wish to submit, such as copies of proof of insurance, valid license, parking permit, or current vehicle registration must be submitted with your mailed statement. Please note the copies will be retained by the Court and will NOT be returned to you.***

(Please complete the second page of this form and return to the court)

***To proceed by mail, this form must be completed in full for proper consideration***

- ☐ I wish to submit my case as a mitigation hearing to the court on my written statements. I have read and agree to abide by the rules and procedures governing hearings by mail.

**THE FOLLOWING IS MY WRITTEN STATEMENT MITIGATING MY CITATION**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(continue on separate sheet if required)

I hereby state as follows:

I promise to pay the monetary penalty authorized by law or, at the discretion of the court, any reduced penalty that may be set.

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

X  
Signature

**Date and Place**

Name: \_\_\_\_\_

Case No. (required) \_\_\_\_\_

(Case number located in the upper right corner of your hearing notice)

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

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

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

Hearing Time: \_\_\_\_\_

I understand that if this form is submitted by e-mail, my typed name on the signature line will qualify as my signature for purposes of the above certification.

Court e-mail: [ncook@wapato-city.org](mailto:ncook@wapato-city.org)