

SHELTON MUNICIPAL COURT

525 W. Cota ~Shelton, WA 98584 ~ (360) 426-9772 option 0 ~ court@ci.shelton.wa.us

WRITTEN OR ELECTRONIC HEARING INSTRUCTIONS

The local rules of Shelton Municipal Court allow you to submit a written statement instead of appearing at the hearing. If you wish to submit an electronic written statement in lieu of appearing at the hearing, please use the Municipal Court's web site at www.ci.shelton.wa.us and select Municipal Court as the department. If you currently are scheduled for a mitigation hearing, this form or the email form, must be received by the Clerk at least **three (3) business days before the hearing**. You also must provide the clerk with a valid telephone, mailing or e-mail address so that the court can advise you about the result of the hearing. **No appeal may be taken from the result. If you think you may appeal if you do not prevail, you must appear in court for a hearing.**

Mitigation Hearing

Mitigation Hearing defined: You admit to committing the violation(s) but would like to be explain the circumstances and have a reduction in the penalty considered. You understand that the ticket can go on your driving record if "traffic" is checked on the front of the ticket.

Contested Hearing

Contested Hearing defined: You believe you did not commit the violation(s) and would like the court to find that you did not. However, you understand that if the court finds that you did commit the infraction it will go on your driving record if "traffic" is checked on the front of the ticket. If you think you may appeal if you do not prevail in the hearing, you must personally appear in court rather than submit your case via an e-mail or written statement.

Violations Requiring Physical Submission of Documents

Some violations require physical submission of documents and therefore are not eligible for electronic hearings, but may be for written hearing provided the documents are included with the written hearings form. Those violations include (1) Lack of Liability Insurance (2) No Valid Operator's License (3) Expired Vehicle License/Registration (4) Parking in a Disabled Parking Zone. If you have been cited for any one of those offenses and you have proof that you had at the time or now have the required documents, submit the proof with your written statement, or, if it is your first such violation, you can bring the proof into the court office for a possible reduction in the penalty. Contact the court at court@ci.shelton.wa.us or (360) 426-9772 option 0, for further information.

Speeding in a School or Construction Zone

By law (RCW 46.61.440 (3) or 46.61.527) the court cannot reduce the penalty for any person having been found to have committed the infraction of Speeding in a School Zone or Speeding in a Construction Zone.

Deferred Findings

You may ask the court to consider a deferred finding in your case. A deferred finding involves a period (usually 6 months to a year) during which the court may require you comply with certain requirements such as the payment of costs, having no further violations during the period ordered, and attendance of a traffic safety class. At the end of the period of time, if you have complied with the requirements and provided proof, the court will dismiss the infraction and it will not appear on your driving record. On the other hand, if you have not complied, the original penalty will be imposed in addition to the deferral costs, the infraction will not be dismissed and it will appear on your driving record. To be eligible you must not have had a previous deferred finding. If you would like to be considered for such a finding please make that request in the free form writing section of the form and indicate if you have ever had a previous deferred finding.

Payment Arrangements

If you would prefer to pay the infraction, but are unable to do so within the fifteen (15) days, you may request time to pay through either mailing in this written statement making that request, or by coming into the court office.

PLEASE SEE REVERSE SIDE FOR WRITTEN HEARING FORM