

## Mitigation of Infraction by Mail/Email

If you wish to request a mitigation hearing, check the mitigation box on your citation and mail or email it to the court. You have the following options:

1. Appear in person on the date and time noted on the notice of hearing you receive from the court; or
2. Complete this Hearing by Mail form and return it to the court by mail or email within 15 days of receiving your citation, or in time for it to arrive before your hearing date if one was already set. If received timely, the court will cancel any in-person hearing. You will receive a decision by mail or email.

**To proceed by mail or email, complete the following and return it to the court prior to any scheduled hearing date.**

- I wish to submit my case as a Mitigation Hearing by Mail/Email. I have read and agree to abide by the rules and procedures governing hearing by mail/email.

**THE FOLLOWING IS MY WRITTEN STATEMENT EXPLAINING MITIGATING CIRCUMSTANCES:**

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**I AM ASKING THE COURT TO TAKE THE FOLLOWING ACTION:**

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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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Scheduled Hearing Date and Time (if set)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Infraction Number (required)  
(Located on the top of your traffic ticket)

\_\_\_\_\_  
City, State, Zip Code

**IF YOU FAIL TO APPEAR IN PERSON OR FAIL TO FILE A HEARING BY MAIL FORM:**

1. EACH INFRACTION WILL BE FOUND COMMITTED AND FULL FINE ASSESSED
2. A \$52 PENALTY MAY BE ADDED
3. THE VIOLATION MAY BE REPORTED TO THE DEPARTMENT OF LICENSING AND MAY RESULT IN THE SUSPENSION OF YOUR PRIVILEGE TO DRIVE
4. UNPAID FINES MAY RESULT IN REFERRAL TO A COLLECTION AGENCY

**Hearing by Mail or Email**

The court must receive the completed Hearing by Mail form and any additional documentation before any scheduled hearing. Forms not received prior to your court date will not be considered. It is your responsibility to ensure your information gets to the court in time. The Judge will review all of the documentation provided and render a decision. You will be notified by mail of the Judge's decision. You may not appeal the Judge's decision. Monetary penalties imposed by the Judge will be based on the facts of the case and your driving record. You agree to pay the penalty within the specified time ordered by the Judge. If you have not received a response within two weeks of mailing your Hearing by Mail form, it is your responsibility to contact the court at the number listed below.

**Insurance Violation**

If you received a citation for **No Proof of Insurance** and had valid insurance at the time of the violation, or have since obtained valid insurance, please attach a copy of your insurance card to your mitigation 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 your form.

**The penalty for the following violations may not be waived, reduced, or suspended:**

**RCW 46.61.527(3) Roadway Construction Zones:** A person found to have committed any infraction relating to speed restrictions in a roadway construction zone shall be assessed a monetary penalty equal to twice the penalty assessed under RCW 46.63.110. This penalty may not be waived, reduced, or suspended.

**RCW 46.61.440 Maximum speed limit when passing school or playground crosswalks:** A person found to have committed any infraction relating to speed restrictions within a school or playground speed zone shall be assess a monetary penalty equal to twice the penalty assessed under RCW 46.63.110. This penalty may not be waived, reduced, or suspended.

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