

**Lower Kittitas County District Court
State of Washington**

[] State of Washington,)
[] City of Ellensburg,)
)
Plaintiff,)
vs.)
)
)
_____,)
Defendant.)
_____)

Case #: _____
Defendant Request for Contested
Hearing Based on Written Statement
(Contested Hearing by Mail)

To: Clerk of Lower Kittitas County District
Kittitas County Courthouse
205 W 5th Room 180
Ellensburg WA 98926

*****Your written statement MUST be received no later than seven days PRIOR to the scheduled hearing date***
Written statements received after the deadline will NOT be considered**

I believe I did not commit the charged infraction(s). I hereby request that the court decide my case on my following written statement:

*******IMPORTANT—PLEASE READ*******

I certify [or declare] under penalty of perjury under the laws of the State of Washington that the above statement is true. I promise that if it is determined that I committed the infraction for which I was cited, I will pay the monetary penalty authorized by law and assessed by the court. **I understand that I may NOT appeal the decision of the court and that decisions made on written statements are FINAL. I further understand that by signing below, I am notifying the court that I will NOT be attending my scheduled hearing.**

(Print your name)

(Signature)

(Street Address/PO Box)

____/____/____
(Date)

(City, State, Zip)

Lower Kittitas County District Court

Presiding Judge Paul R.
Kittitas County Courthouse
205 West 5th Ave Room 180
Ellensburg WA 98926
509 962-7511

Paul R. Sander
Court Commissioner

Barbara Demory
Court Administrator

IMPORTANT INFORMATION CONCERNING CONTESTED INFRACTION HEARINGS

Court records indicate that you have requested a contested hearing. You have several options:

1. You may appear in Room 181, Kittitas County Courthouse, on the date and time set for your hearing. When your case is called, a judge will consider evidence presented by both sides and then decide if the charge against you has been proven by a preponderance of the evidence. If the judge decides that the charge has been proven by a preponderance of the evidence, a committed finding will be entered, a monetary penalty imposed and the Department of Licensing will be notified of the charge.
1. You may request a “hearing by mail.” If you want to have the judge decide your case based on your written statement, rather than at a courtroom hearing, you should complete the attached “Contested Hearing by Mail” form and return it to the court ***no later than seven days prior to your scheduled hearing date.*** Written statements received after the deadline will NOT be considered, nor are postmarks considered. **If you fail to appear at your scheduled hearing and fail submit a hearing by mail form by the deadline, the following will occur:**
 - a. The court will enter a finding of committed and impose the full penalty as noted on the citation.
 - b. A failure to appear (FTA) notice will be issued and a \$52 default penalty will be added to the fine.
 - c. Department of Licensing will be notified of your failure to appear.
2. If you are charged with a traffic infraction, you may request a “Deferred Finding.” During your scheduled hearing, the court will, at your request, review your driving abstract and court’s records to determine if you qualify for deferred findings. You may also request a deferred finding by mail by contacting the court at 509-962-7511 or submitting the request in writing.
<http://www.co.kittitas.wa.us/courts/lower.asp> for a form to request an application for deferred finding. Deferred findings by mail requests must be received by the court ***no later than seven days prior to the scheduled hearing.***