



TOWN OF WOODWAY

23920 113th Place W. · Woodway, WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com>

WOODWAY TRAFFIC VIOLATIONS BUREAU

Name:	Infraction Number:
Mailing Address:	
City/State/ZIP:	
Phone Number:	

- I have enclosed a check or money order (in U.S. funds) for the amount listed on my infraction.**
I understand this will go on my driving record if "traffic" is checked on my infraction. **DO NOT SEND CASH.** NSF checks will be treated as a failure to respond. Please make your check out to Woodway Violations Bureau.
- Mitigation Hearing.** I agree I have committed the infraction(s), but I want a hearing to explain the circumstances. Please send me a court date, and I promise to appear on that date. I know I can ask witnesses to appear but they are not required to appear. I understand this will go on my driving record if "traffic" is checked on my infraction. The court may allow time payments or reduce the penalty where allowed by law.
- Contested Hearing.** I want to contest (challenge) this infraction. I did not commit the infraction. Please send me a court date, and I promise to appear on that date. The state must prove by a preponderance of the evidence that I committed the infraction. I know I can require (subpoena) witnesses, including the officer who wrote the ticket, to attend the hearing. The court will tell me how to request a witness's appearance. I understand this will go on my driving record if I lose and "traffic" is checked on the front.

Failure to appear at any court hearing you request is a crime that could result in an additional charge of "failure to appear" being filed against you and the issuance of a warrant for your arrest. The court must notify the Department of Licensing of your failure to appear and your driver's license will not be renewed until you have paid all of the penalties.

All traffic infractions must be reported to the Department of Licensing.

Signature

Date

Return this form to:
WOODWAY VIOLATIONS BUREAU
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