



THE 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:	Case No:
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.**
Please make your check out to Woodway Violations Bureau.
- I want a mitigation hearing to explain the circumstances.**
If you agree that you committed the infraction but would like to explain the circumstances, the court will notify you in writing of the hearing date. You may not require witnesses to appear at the hearing but they may attend voluntarily.
- I want to contest (challenge) this infraction.**
If you believe you did not commit the infraction, you may request a hearing. At the hearing, the state must prove by a preponderance of the evidence (more likely than not) that you committed the infraction. You may require witnesses, including the officer who issued the notice, to appear at this hearing. The court will not notify you in writing of the hearing date and how to request that witnesses be present.

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 TRAFFIC VIOLATIONS BUREAU
23920 113th Pl. W.
Woodway, WA 98020