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
23920 113th Place W.
Woodway, WA 98020