

Pasco Municipal Court
1016 N. 4th Ave., Bldg. D
Pasco, Washington 99301

You received a citation for a violation or violations. You do not have the time or cannot afford to miss work to appear at a hearing. What can you do? There are Court Rules that provide guidance in this situation. The Infraction Rules for Courts of Limited Jurisdiction (IRLJ), specifically, IRLJ 3.5 (a) authorizes the Court to make a decision on a written statement. If you want to take advantage of this option, here are the instructions for Requesting a Hearing on a Written Statement.

Instructions for Filing Defendant's Request for Hearing on Written Statement

1. PRINT NEATLY EXCEPT WHERE YOUR SIGNATURE IS NEEDED. Complete the attached Defendant's Request for Hearing on Written Statement and Decision on Written Statement (Request). Be sure that you include your name, date of birth and the Citation No. (It will start with 7Z or 8Z). Check the box indicating whether you request a mitigation (you are admitting the violation and asking for a reduced penalty) or contested (you deny committing the violation) hearing.
2. In the body of the Request, fill in the blank for the date of the citation. In the space provided state your reasons for mitigation (a reduced penalty) or tell why you are contesting the infractions (why you believe you did not commit the infraction) (***be sure to address each infraction if there is more than one and attach a second page if necessary***).
3. If you received the Request in the mail and already submitted a letter, you may check the box referring to a separate written statement rather than writing it again in the space provided.
4. Sign and date the Request. Print the date and the City/State on the line next to your signature.
5. If you can, complete the Request at the window and leave it with the clerk. If you cannot complete it at the window or you received the Request form in the mail, return the completed Request to the court within 14 days of receiving or picking up the form. You can drop it off in person or mail it. The court's address is Pasco Municipal Court, 1016 N. 4th Ave., Building D, Pasco, WA 99301.

The Court will review your Request, the officer's report and make a decision on the request. You will be notified of the decision. Please, if you have not done so already, provide the Court with your current address for a prompt response.