

## BURLINGTON MUNICIPAL COURT

### How to Obtain a Payment Plan

#### Trial by Mail

The trial by mail form is used to mitigate, contest, request a payment plan or a deferred finding. No appearance is required. A time pay fee of \$10 may be imposed. There is no right to appeal.

- **Mitigate:** If you agree you committed the infraction and choose to either explain the circumstances or request a reduction of the fine and time to pay.
- **Contest:** If you do not agree you committed the infraction and choose to contest/dispute it.
- **Payment Plan:** To admit responsibility for the infraction, a finding of committed will be entered. You may use the trial by mail form to let the judge know how much you are able to pay per month and whether you would like to perform community service work or request a reduction.
- **Deferred Finding:** A deferred finding is a program that the legislature made which allows an individual to keep a traffic ticket off their record. A traffic ticket deferral can only be done once every seven years for a moving or non-moving violation. A person is not eligible for a deferred finding if they have a commercial driver's license. The fee for a deferred finding is \$200 regardless of the amount of fine on the citation. (\$400 for moving and non-moving.)

#### Reductions & Dismissals

You may file proof of **insurance** obtained after the issuance of the infraction and request a reduction of the fine. If you had insurance at the time of the stop, but were unable to show proof to the officer, you may file proof of coverage at the time you were cited and request that the infraction be dismissed. An administrative fee of \$25 will be imposed. RCW 46.30.020

You may file proof of purchase of a **discover pass** within fifteen days after the issuance of the infraction and pay a reduced penalty of \$59. RCW 79A.80.080

You may present proof of acquisition of an approved **child restraint** system or a child booster seat, as appropriate, within seven days after the issuance of the infraction and request that the infraction be dismissed. Dismissals under this RCW allowed once per person. RCW 46.61.687

#### Deadline

**Your written response is required by:** \_\_\_\_\_ A failure to respond may result in a referral of your case to a collection agency, including potential garnishment of your wages and assets. You may lose your driver's license/privilege. If this is related to a parking ticket, DOL may refuse to renew your vehicle registration until any penalties imposed have been satisfied.

#### Contact Information

Office Hours: 8:30 to 12:00 and 1:00 to 4:30 Monday through Friday expect legal holidays.

E-mail: [bcourts@burlingtonwa.gov](mailto:bcourts@burlingtonwa.gov)

Phone: 360-755-0492