



LAKWOOD MUNICIPAL COURT

ALSO SERVING STEILACOOM & DUPONT
6000 Main Street SW • Lakewood, WA 98499
Tel (253) 512-2258 • Fax (253) 512-2267
Email citycourt@cityoflakewood.us

INFRACTION INFORMATION

PAYMENT PLAN WITHOUT A HEARING:

A time-payment agreement may be set up over the phone or by written request prior to a scheduled hearing. **A written request for time payment must include your case/account number, full name, mailing address and phone number.** You are encouraged to follow up with the court within 7 business days to verify your time payment was set up. You will be given 90 days to pay in full. A long-term payment plan can be set up with Court Payment Management Services (CPMS) 360-748-4784 prior to your due date.

Cash, check, money order, and debit/credit card are all accepted at the front counter Monday–Thursday between 9:00am–12:00pm & 1:00pm–4:00pm and *Friday 9:00am–12:00pm*. **PLEASE NOTE COURT STAFF CANNOT ACCEPT PAYMENTS OVER THE PHONE.** You can make payments with NCOURT at www.municipalcourtpay.com or 253-344-4580. You may call the court 3 business days after payment to verify it was posted to your account.

FINE REDUCTIONS WITHOUT A HEARING:

The following issues may be addressed at the court's counter or in writing within 30 days (33 days if mailed to you) from the violation date or PRIOR to your previously scheduled hearing:

- **Driving Without Insurance:** If proof of insurance covering the driver (*not the vehicle*) is filed then the following actions may be taken.
 - If policy in effect at time of violation, the charge will be dismissed upon payment of a \$25 fee.
 - If policy in effect after the violation, a finding of "committed" will be entered and the fine reduced based on the number of previous committed violations for the same offense:
1st violation - \$150 2nd and subsequent - \$250
- **Expired Vehicle Registration:** File renewed registration and if it was expired less than 2 months the fine is reduced to \$100 or if it was expired more than 2 months the fine is reduced to \$150.
- **No Valid Operator's License (1st offense):** File proof of a valid license and fine will be reduced to \$150.
- **Motor Vehicle Equipment Violations:** File proof of repair and fine will be reduced to \$100.

Other charges must either be paid, addressed at a court hearing, or addressed via **Written Request for Decision**, which is available at www.cityoflakewood.us or at the court counter.

CHARGES INELIGIBLE FOR REDUCTION:

By statute, the Judge may not waive, reduce, or suspend the fine for the infractions listed below. If a hearing is requested for these violations it will be set on a contested calendar.

- **Speeding in School Zone**
- **Speeding in Construction Zone**
- **Passing Stopped School Bus**
- **Emergency Zone Violation**

See Reverse Side for Deferred Finding Information



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DEFERRED FINDING

Terms of Deferred Finding

1. I can only request one deferred finding for a moving violation and one deferred finding for a non-moving violation within a seven year period.
2. I acknowledge that I do not have a commercial driver's license (CDL) or I was not driving a commercial vehicle during the violation.
3. I agree to pay the original fine amount (no reduction given for deferrals) within 90 days.
4. If the charge being deferred is a moving violation, I cannot have additional committed moving violations during the deferral period. If the charge being deferred is a non-moving violation, I cannot have similar committed non-moving violations during the deferral period. If I receive another violation the deferral period may be extended an additional six months.
5. While in deferred status the violation will not be reported to Dept. of Licensing. However, if I violate any of the above conditions, the infraction will be removed from deferred finding status and a judgment of "committed" will be entered and reported to the Dept. of Licensing which may result in the loss of your driving privilege. A \$52 penalty assessment may be added to any unpaid balance and the account may be referred to collections.
6. If I comply with all of the above conditions during the deferral period, the Court will dismiss the deferred violation(s).

Please complete the information below and return it to us by email, mail or fax.

***** DO NOT pay online or over telephone through NCourt before your deferred finding has been entered – otherwise the violation will automatically be reported as committed to WA Dept of Licensing *****

Printed Name _____ Infraction # _____

Address _____ City/Zip Code _____

Amount Owed \$ _____ Due in 90 days.

Telephone _____

Email (optional) _____

Signature _____ Today's Date _____