**IRLJ 2.4**

**RESPONSE TO NOTICE**

**(a) Generally**. A person who has been served with a notice of infraction must respond to the notice within 15 days, 30 days for a notice of traffic infraction, of the date the notice is personally served or, if the notice is served by mail, within 18 days, 33 for a notice of traffic infraction, of the date the notice is mailed.

**(b) Alternatives**. A person may respond to a notice of infraction by:

(1)-(2) [Unchanged.]

(3) Requesting a hearing to explain mitigating circumstances surrounding the commission of the infraction in accordance with applicable law;

(4) For a notice of traffic infraction, admitting responsibility for the traffic infraction and attesting that the person does not have the current ability to pay the infraction in full; or

~~(4)~~(5) Submitting a written statement either contesting the infraction or explaining mitigating circumstances, if this alternative is authorized by local court rule. The statement shall contain the person's promise to pay the monetary penalty authorized by law if the infraction is found to be committed. For a notice of traffic infraction, the statement shall also include an alternative allowing the person to attest that they do not have the current ability to pay the infraction in full. If the person attests that they do not have the current ability to pay the infraction in full, the court must give the person information on how to request financial relief from the fine(s) as provided in IRLJ 2.6(d). For contested hearings, the statement shall be executed in substantially the following form:

I hereby state as follows:

I promise that if it is determined that I committed the infraction for which I was cited, I will pay the monetary penalty authorized by law and assessed by the court.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

 [Date and Place] [Signature]

(I understand that if this form is submitted by e-mail, my typed name on the signature line will qualify as my signature for purposes of the above certification.)

For mitigation hearings, the statement shall be executed in substantially the following form:

I hereby state as follows:

 I promise to pay the monetary penalty authorized by law or, at the discretion of the court, any reduced penalty that may be set. For a notice of traffic infraction, the statement shall also include an alternative allowing the person to attest that they do not have the current ability to pay the infraction in full. If the person attests that they do not have the current ability to pay the infraction in full, the court must give the person information on how to request financial relief as provided in IRLJ 2.6(d).

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

[Date and Place] [Signature]

(I understand that if this form is submitted by e-mail, my typed name on the signature line will qualify as my signature for purposes of the above certification.)

**(c)** [Unchanged.]