

# **KENT MUNICIPAL COURT**

## **Local Court Rules**

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## **Kent Municipal Court Local General Rules (KMC-GR)**

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### **KMC-GR 7: Local Rules and Effective Date**

(g) Reference. The provisions of the Local Rules are supplemental to the Rules for Courts of Limited Jurisdiction, as adopted or hereafter amended by the Supreme Court of the State of Washington, and shall not be construed in conflict with them and are submitted pursuant to GR 7(e) with an intent to adopt as changed. These rules may be known and cited as Kent Municipal Court Local Rules, and shall be referred to as "KMC" along with the corresponding rule abbreviation.

(h) Prior Rules Repealed. These rules supersede and replace any prior rules.

(Effective Sept. 1, 2020.)

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### **KMC-GR 13: Use of Unsworn Statement in Lieu of Affidavit – Digital or Written Signature**

Law enforcement officers may use a digital signature that complies with the requirements of RCW 19.34 or GR 30 or by the officer explicitly signing the certification or declaration.

[Effective date September 1, 2008]

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### **KMC-GR 16: Courtroom Decorum**

#### **A. Photography, Recording, Televising, Broadcasting**

The taking of photographs or the electronic recording of proceedings in the courtroom or its environs in connection with any judicial proceeding and the broadcast of judicial proceedings by radio, television or other means is prohibited, except as provided in this rule.

As used herein, “judicial proceeding” means: (1) any hearing required to be held “on the record” by Supreme Court rule including but not limited to preliminary hearings, arraignments, pre-trial proceedings, motions, criminal and civil trials, sentencing, post-conviction relief hearings, mitigation and contested hearings; (2) any proceeding before a judicial officer, including a judge, court commissioner, traffic magistrate judge or judge pro tem; (3) all sessions of any jury trial including jury orientation or selection; and (4) it shall include any person participating in a judicial proceeding, including witnesses, jurors, judicial officers and court employees.

“Courtroom” of the Kent Municipal Court means the courtroom itself, witness or jury rooms, and any location where civil infraction proceedings are conducted.

“Environs” means any area located within the interior confines of the Kent Municipal

Courthouse, including but not limited to the entrance, hallways, corridors, foyers, conference rooms, restrooms and lobbies therein including probation or other offices.

#### B. Cell Phones, Electronic Devices and Text Messaging

Lawyers, defendants and members of the public may carry cell phones or other portable electronic devices into the court facility. When in any courtroom, all phones or other portable electronic devices shall either be turned off or silenced. No phone calls or text messages shall be sent or received within any courtroom. If silenced, the possessor of the device shall make certain that any transmissions do not interfere with court proceedings.

Failure to comply with this section may result in confiscation of the cell phone or other portable electronic device and may include a fine or incarceration for Contempt.

#### C. Exceptions

1. The following exceptions apply to sections A and B above:
  - a. Court, probation or law enforcement personnel conducting official business.
2. With the consent of the courtroom's judicial officer, or presiding judge of the court, the following exceptions may be granted to sections A and B above:
  - a. News media conditions and limitations addressed in GR 16;
  - b. Ceremonial proceedings, including but not limited to weddings or a judge or judicial officer's investiture;
  - c. For the limited purpose of presenting evidence, perpetuation of the record of proceedings, and security;
  - d. For the purpose of judicial administration; and
  - e. As otherwise authorized by the court.

[Effective date September 1, 2008]

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#### **KMC-GR 17.5: E-Mail Communication**

- (a) Purpose: The purpose of this rule is to provide guidelines for the use of e-mail in communicating with the judges and/or court staff. This rule does not apply to other forms of communication and does not establish a preference for e-mail communication over any other form of communication. E-mail is another tool to provide information as is telephone communication or delivery of documents but is not intended to substitute as oral argument on any issue.
- (b) Guidelines for the use of e-mail: E-mail communication with court staff is appropriate in the following typical situations:

- (c) (1) to obtain a date for an in-court hearing;  
(2) to submit proposed orders (when authorized by the judge) and/or bench copies of pleadings or trial aides;  
(3) to determine the judge's availability;  
(4) to determine the availability of equipment needed for trial (audio/visual equipment, speaker phone, etc.);  
(5) to advise the Court of any resolution;  
(6) and/or other matters of a similar nature that would be appropriate to handle by way of a phone call to court staff.
- (d) Bench Copies of Briefing: The Court will accept electronic bench copies of briefs prior to a hearing provided the following guidelines are followed:
  - (1) All parties or their counsel must be provided contemporaneous copies of the email.
  - (2) Attached documents to an e-mail must be in PDF format.
  - (3) The top margin of the first page must include a notation indicating the date and time set for hearing.
  - (4) A party must advise the Court and parties of any later updated or changed versions of a document previously sent via e-mail.
  - (5) No argument of the issues will be allowed within the e-mail. The purpose of the rule is solely to permit electronic transmission of copies of pleadings.
- (e) Ex parte Communication Prohibited: The prohibitions regarding ex parte contact with the court are fully applicable to e-mail communication. To avoid ex parte contact, all parties must be included in the email and clearly appear as additional recipients in the e-mail. If all parties are not included, the judge will not review the e-mail or its content. If an attorney or party is communicating substantive information to court staff, the e-mail must also be sent to – all opposing attorneys /parties and so indicate on its face. Substantive information includes information regarding the likelihood of settlement, the timing of witnesses, anticipated problems with scheduling, concerns regarding security, and other case-specific issues.

(Effective Sept. 1, 2020.)

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## **KMC-GR 19: Proceeding by Video Hearing or Teleconference Hearing**

### **A. Criminal Matters:**

#### **1. Video**

- a. Preliminary appearances as defined by CrR 3.2(B) and CrRLJ 3.2.1(d), arraignments as defined by CrR 3.4 and 4.1 and CrRLJ 3.4 and 4.1, bail hearings as defined by CrR 3.2 and CrRLJ 3.2, Pre-Trial hearings under Cr 4.5 and CrRLJ 4.5, and trial settings as defined in CrRLJ 3.3(f), may be conducted via video conference in which all participants can simultaneously see, hear, and speak with each other shall be deemed held in open court and in the defendant's presence for the purposes of any statute, court rule, or policy. All video conference hearings conducted pursuant to this rule shall be public, and the public shall be able to simultaneously see and hear all participants and speak as permitted by the Court.

- b. Any hearing delineated above may be conducted via video at direction or need of

the court in the management of court administration and management of caseload.

- c. If a hearing or proceeding is set for video, any party may request an in-person hearing under this section, which may be granted at the Court's discretion based on good cause, including but not limited to the availability of counsel, parties, witnesses, and defendants to participate via video due to technological limits, or other needed accommodation.
  - d. Other trial court proceedings including the entry of a statement of Defendant on Plea of Guilty as defined by CrRLJ 4.2 may be conducted by video conference only by agreement of the parties, either in writing or on the record, and upon the approval of the Court pursuant to this local court rule.
  - e. The judge, counsel, all parties, and the public must be able to see and hear each other during video proceedings and may speak as permitted by the Court. Video conference facilities must provide for confidential communications between attorney and client and security sufficient to protect the safety of all participants and observers. In interpreted proceedings, the proceeding must be conducted to assure that the interpreter can hear all participants.
  - f. For purposes of video conference proceedings, the facsimile or electronic signatures of the defendant, counsel, interested parties, and the Court will be treated as if they were an original signature. This includes all orders on Judgment and Sentence, No Contact Orders, Statements of Defendant on Plea of Guilty, and other documents or pleadings as the Court shall determine are appropriate or necessary.
2. Teleconference:
- a. Hearings on motion to modify financial obligations may be conducted telephonically if the defendant resides outside the boundaries of King County.
  - b. Hearings of any other type will not be conducted by telephone without prior approval of the Judge on a showing of good cause.

## B. Infraction Matters:

1. Definitions: "Infraction matters" shall be deemed to include traffic infractions, non-traffic infractions, photo enforcement infractions, parking infractions, and civil code enforcement infractions under Kent City Code.
2. Video
  - a. Pre-Hearing Conferences under KMC-IRLJ 2.6 and mitigation hearings under IRLJ 3.4, may be conducted via video conference in which all participants can simultaneously see, hear, and speak with each other shall be deemed held in open court and in the defendant's presence for the purposes of any statute, court rule, or policy. All video conference hearings conducted pursuant to this rule shall be public, and the public shall be able to simultaneously see and hear all participants

and speak as permitted by the Court.

- b. Any hearing delineated above may be conducted via video at direction or need of the court in the management of court administration and caseload.
  - c. If a hearing or proceeding is set for video, any party may request an in-person hearing under this section, which may be granted at the Court's discretion based on good cause, including but not limited to the availability of counsel, parties, witnesses, and defendants to participate via video due to technological limits, or other needed accommodation.
  - d. Infraction Trials under IRLJ 3.1 may be conducted by video conference only by agreement of the parties, either in writing or on the record, and upon the approval of the Court pursuant to this local court rule.
  - e. The judge, counsel, all parties, and the public must be able to see and hear each other during video proceedings and may speak as permitted by the Court. Video conference facilities must provide for confidential communications between attorney and client and security sufficient to protect the safety of all participants and observers. In interpreted proceedings, the proceeding must be conducted to assure that the interpreter can hear all participants.
  - f. For purposes of video conference proceedings, the facsimile or electronic signatures of the defendant, counsel, interested parties, and the Court will be treated as if they were an original signature. This includes all orders on Judgment and Sentence, No Contact Orders, Statements of Defendant on Plea of Guilty, and other documents or pleadings as the Court shall determine are appropriate or necessary.
3. Teleconference:
- a. Any infraction hearing that may be conducted by video may also be conducted by telephone conference.
  - b. Hearings of any other type will not be conducted by telephone without prior approval of the Judge on a showing of good cause.

C. Civil Matters:

1. Definitions: "Civil matters" shall be deemed to include any protective order hearings pursuant to state law or court rule that may be heard in municipal court, including but not limited to petitions for domestic violence protection, stalking protective order petitions, anti-harassment protective order petitions, etc.
2. Video
  - a. Any preliminary hearing for a civil matter, including motions to continue hearing, initial ex-parte hearing on temporary orders, requests to remove to other jurisdiction, etc., may be conducted via video conference in which all participants

can simultaneously see, hear, and speak with each other shall be deemed held in open court and in the defendant's presence for the purposes of any statute, court rule, or policy. All video conference hearings conducted pursuant to this rule shall be public, and the public shall be able to simultaneously see and hear all participants and speak as permitted by the Court.

- b. Any hearing delineated above may be conducted via video at direction or need of the court in the management of court administration and management of case load.
  - c. If a hearing or proceeding is set for video, any party may request an in-person hearing under this section, which may be granted at the Court's discretion based on good cause, including but not limited to the availability of counsel, parties, witnesses, and defendants to participate via video due to technological limits, or other needed accommodation.
  - d. Contested civil proceedings or hearings on entry of final orders of protection may be conducted by video conference only by agreement of the parties, either in writing or on the record, and upon the approval of the Court pursuant to this local court rule.
  - e. The judge, counsel, all parties, and the public must be able to see and hear each other during video proceedings and may speak as permitted by the Court. Video conference facilities must provide for confidential communications between attorney and client and security sufficient to protect the safety of all participants and observers. In interpreted proceedings, the proceeding must be conducted to assure that the interpreter can hear all participants.
  - f. For purposes of video conference proceedings, the facsimile or electronic signatures of the defendant, counsel, interested parties, and the Court will be treated as if they were an original signature. This includes all orders on Judgment and Sentence, No Contact Orders, Statements of Defendant on Plea of Guilty, and other documents or pleadings as the Court shall determine are appropriate or necessary.
3. Teleconference:
- a. Preliminary hearings on civil protective orders may be addressed by telephone conference in the same manner as in video conference.
  - b. Hearings of any other type will not be conducted by telephone without prior approval of the Judge on a showing of good cause.

#### D. Code of Conduct: Video and Telephonic Hearings

- 1. All participants in video hearings must be visible and audible to all other participants in accordance with Section A of this Rule for criminal matters, unless given leave of the court to appear by audio only, or if otherwise limited due to technical limitations in video

conference. Participants must ensure that they are in a location that has adequate cell reception, Wifi, or internet connection to handle the video hearing and that the location is free from distracting background noise or other potential disturbance to the hearing.

2. All participants in telephonic hearings must ensure that they are in an area with adequate reception for the call, and free of noise or other potential disturbance to the hearing.
3. Code of Conduct: All participants shall behave in a manner consistent with attending hearings at a courthouse, including but not limited to the following:
  - a. Being appropriately dressed for court. All participants must be fully clothed and attire appropriate for attendance at court.
  - b. No drinking, eating, or smoking during video hearings.
  - c. Participants must be in a physical location appropriate for court. No attendance from bed, bathroom, or work locations that may cause distractions.
  - d. Participants are not allowed to engage in video hearing while driving a motor vehicle. Participants in their vehicles must be safely pulled over and parked before participating in hearing by video.
  - e. When participants are not currently being addressed by the court, they should remain muted to prevent disruption in that ability of others to hear.

[Effective Date September 1, 2020; Amendments Proposed Effective Date September 1, 2021]

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### **KMC-GR 29: Election of Presiding and Assistant Presiding Judge**

- (a) **Election and Term of Office.** The judges shall elect by agreement a Presiding Judge for a term of not less than two years, subject to reelection. The term of office shall commence on January 1 of the year in which the Presiding Judge's term begins. The other judge shall serve as Assistant Presiding Judge of the court.
- (b) **Failure or Refusal to Elect.** If the judges fail or refuse to elect a Presiding Judge and Assistant Presiding Judge, the Presiding Judge shall promptly notify the Supreme Court of said failure or refusal and the Supreme Court shall appoint a Presiding and Assistant Presiding Judge pursuant to GR 29(a)(1).
- (c) **Duties.** The Presiding and Assistant Presiding Judge shall perform all duties as specified in GR 29.

[Effective date September 1, 2019]

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## **KMC-GR 30: Electronic Filing and Service**

### **(a) Definitions.**

1. "OCourt" is an electronic scheduling forms program that integrates with JIS and allows for the electronic filing of certain court forms into local digital document storage system.

### **(b) Electronic filing authorization, exception, service, and technology equipment.**

1. While JIS remains the official repository of case information, the court uses OCourt as a means to facilitate electronic preparation and/or filing of certain court forms. Attorneys and other involved parties may set up password protected accounts that will allow for transmission of data and documents to the court and to the parties as provided in (b)(2). Permission to access the program is given based upon the profile of the user. The court determines the level of security allowed by the user. The court may choose to update data in OCourt from other sources to maintain consistency with JIS data, but it is the primary responsibility of the account holder to keep all personal contact data in the account updated and accurate.
2. The court will not deny paper filings, but strongly encourages the creation of accounts within OCourt pursuant to (b)(1).
3. Electronic Transmission from the Court. The court or clerk may electronically transmit notices, orders, or other documents to all attorneys and to parties who have filed electronically or have agreed to accept electronic documents from the court, and who have provided the clerk the address of the party's electronic mailbox. It is the responsibility of all attorneys and the filing or agreeing party to maintain an electronic mailbox sufficient to receive electronic transmissions of notices, orders, and other documents.
4. Service of documents on attorneys for parties of record may be completed electronically.

### **(c) Time of Filing, Confirmation, and Rejection.**

1. Signatures
  - A. Judicial Electronic Signatures. Judicial officers may sign orders or search warrants with a digital signature as defined in GR 30 in one of the following formats:
    - i. The judicial officer affixes his or her electronic signature to the document. The document may be emailed to the intended recipients using OCourt email options or by emailing the document to the intended recipients using the judge's and/or court staff's secure email account; the document shall be archived to the appropriate electronic court file on the City's secure electronic data storage system; or,

- ii. The judicial officer affixes the electronic signature in the body of an email using the judge's secure email account; or,
  - iii. The judicial officer instructs the officer via secured email to affix the judge's signature to the search warrant; or,
- B. Documents may be signed by the judicial officer using a facsimile of the judicial officer's signature so long as the original facsimile of the signature used in the document is only accessible by the judicial officer. The document or email may also be signed in the following format if the document or email is sent from the judge's secure email account:

Judge X  
Kent Municipal Court  
1225 Central Ave. South  
Kent WA 98032  
Telephone: 253-856-5730  
Facsimile: 253-856-6730

- i. The printed version of the document signed by the judge pursuant to this rule shall constitute an original document and the document shall be made part of the court file, search warrant return file, or administrative file in electronic format.
- ii. Nothing herein alters the ability of the judge to sign documents in person or delegate the affixing of signatures by others if allowed by law or court rule.

[Effective date September 1, 2019]

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**Kent Municipal Court Local Civil Rules (KMC-CRLJ)**

**KMC-CRLJ 10: Form of Pleadings – Style and Form – Facilitating Proof of Service and Filing of Papers**

- (a) Action Documents. Pleadings or other papers requiring action on the part of the Clerk/Court (other file stamping, docketing, and placing in the court file) shall be considered action documents. Action documents shall include a special caption directly below the case number on the first page, stating: “Clerk’s Action Required”. The action to be taken must be stated either next to the special caption or in the first paragraph on the first page. The clerk will not search through letters, notices of appearance, requests for discovery, or other materials to locate possible requests for action items.
  
- (b) Format. All pleadings and other papers shall include or provide for the following, unless otherwise authorized by the court:
  - (a) Service and Filing. Space should be provided at the top of the first page of a document allowing on the right half for the clerk’s filing stamp, and in the left half for proof of, or acknowledgement of, service. The papers should when feasible, such as common pleading or service forms, be pre-drilled or punched at the page top for fastening in court files.
  
  - (b) Numbered Paper. All pleadings, motions, affidavits, briefs, and other supporting documents prepared by attorneys/parties should be on paper with line numbering in the left-hand margin.
  
  - (c) Handling by Clerk. All pleadings or other papers with proper caption and cause number will be date receipted, docketed, and secured/placed in the court file by the Clerk of the Municipal Court in the order received.
  
  - (d) Form of Pleadings. Pleadings in compliance with this rule shall be in substantially the following form:

SPACE FOR SERVICE / SPACE FOR COURT FILING PROOF / STAMP /

IN THE MUNICIPAL COURT FOR THE CITY OF KENT,  
KING COUNTY, STATE OF WASHINGTON

\_\_\_\_\_, ) CAUSE NO. XXXXXXXX  
Plaintiff, )  
  
)  
) (note action required here or  
) in first paragraph  
vs. )

\_\_\_\_\_

\_\_\_\_\_Defendant\_\_\_\_\_

) MOTION TO SET REVIEW

)

)

)

CLERK'S ACTION REQUIRED: (note  
action required here or in caption).

[Effective September 1, 2003]

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## **Kent Municipal Court Local Criminal Rules (KMC-CrRLJ)**

### **KMC-CrRLJ 1.5: Style and Form**

The format requirements for papers being filed with the court shall be as specified in CrRLJ 1.5 and KMC-CrRLJ 10.

[Effective date September 1, 2003]

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### **KMC-CrRLJ 3.1: Assignment of a Lawyer-Provisional Appointment**

- (a) At the preliminary hearing or arraignment, all persons whether in-custody or out-of-custody shall automatically be appointed a lawyer on a provisional basis to assist them solely with the proceeding unless otherwise ordered by the court. Any person requesting further assignment of counsel must meet with the court's public defense screener who will then make the determination of indigence pursuant to the provisions of chapter 10.101 RCW. Notwithstanding any screening procedures, the judge may at any time appoint a lawyer in the administration of justice.
- (b) This rule does not preclude any person from representing themselves at the preliminary hearing or arraignment. If the defendant chooses to proceed without a lawyer, the court shall determine on the record that the waiver is made voluntarily, completely and with knowledge of the consequences. The defendant must be advised that waiver of a lawyer at arraignment does not preclude the defendant asserting the right to a lawyer later in the proceedings.

[Effective date September 1, 2008]

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### **KMC-CrRLJ 3.2: Release of Accused**

- (b) Bail Schedule: A bail schedule may be set by administrative order of the court.
- (o)(2) Hold Pending Appearance Before a Judge:
  - (i) Domestic Violence Offenses: Except as may be permitted by a bail schedule adopted pursuant to KMC-CrRLJ 3.2(b)(7), a Defendant arrested and charged with a Domestic Violence Related Offense shall be held in non-bailable status pending hearing the next court day following booking.
  - (ii) DUI/Physical Control Offenses: Except as may be permitted by a bail schedule adopted pursuant to KMC-CrRLJ 3.2(b)(7), a Defendant arrested and charged with

Driving Under the Influence (DUI) or Physical Control of a Motor Vehicle While Under the Influence (Physical Control) shall be held in non-bailable status pending hearing the next court day following booking.

[Effective date September 1, 2008]

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#### **KMC-CrRLJ 3.4 (d): Video Conference Proceedings**

- (1) Authorization. Shall be as set out in KMC-GR 19 (A).
- (2) Agreement. Shall be as set out in KMC-GR 19(A).
- (3) Standards for Video Conference Proceedings. The standards for video conference proceedings shall be as specified in CrRLJ 3.4(d)(3), as modified under KMC-GR 19.

[Effective date September 1, 2003, proposed amendment effective date September 1, 2020]

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#### **KMC-CrRLJ 4.8(a): Subpoenas**

The copy of any subpoena filed with the court pursuant to CrRLJ 4.8(a) shall be file stamped and placed in a subpoena file corresponding with the month the witness is commanded to appear. Upon issue or request for enforcement arising under CrRLJ 4.8(b) or (e), or CrRLJ 4.10, the copy of the subpoena at issue shall be removed from the subpoena file, docketed and placed in the case file. Otherwise, copies of subpoenas filed shall be destroyed after 90 days has passed from the date the witness is commanded to appear.

[Effective date September 1, 2008]

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#### **KMC-CrRLJ 7.3(j): Judgment**

Any fine, assessment or cost that is not in an even dollar amount shall be amended to a higher amount which produces the next greatest even dollar total. Provided however, this provision shall not apply if the total monetary penalty resulting from any increase shall exceed the maximum possible fines, costs and assessments allowed by law.

[Effective date September 1, 2005]

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## **Kent Municipal Court Local Infraction Rules (KMC-IRLJ)**

### **KMC-IRLJ 2.6: Infraction – Prehearing Conference**

- (a) Prehearing Conference (PHC) Required. Unless otherwise ordered by the court, a defendant charged with an infraction who requests a hearing to contest the infraction shall first appear at a prehearing conference. The prehearing conference shall be scheduled in accordance with the provisions of IRLJ 2.6(a)(1)(i) and may be set in person or by video under KMC-GR 19(B). The requirement that the defendant appear for the prehearing conference may be waived by the defendant, in writing, provided the waiver is received by the court before the time set for the prehearing conference. If the defendant fails to timely waive or fails to appear for the prehearing conference, a default judgment shall be entered. In waiving the prehearing conference, the defendant shall complete a waiver form approved by the court in the form as prescribed under subsection (b) below. In the event that the defendant submits a waiver in a form other than that approved by the court, said waiver shall be ineffective unless it is in substantial compliance with the court approved form.
- (b) Waiver of Prehearing Conference Constitutes a Waiver of Opportunity to Seek Deferral of Infraction. A defendant who waives his or her presence at the prehearing conference shall not be entitled to seek deferral of the infraction(s) charged. The court may waive this rule and grant relief from the waiver of opportunity to seek a deferral of the infraction upon appropriate conditions and sanctions on the waiving party for any costs incurred in the subpoena and attendance of witnesses for contested trial. Form of PHC Waiver shall be in compliance with the form approved by Administrative Order and posted on the court's website.

[Effective date September 1, 2002, amended June 2023 and effective September 2023]

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### **KMC-IRLJ 3.5: Decision on Written Statements**

- (a) Request for Decision on Written Statement. If the defendant submits a timely request for a hearing to contest or mitigate an infraction, the defendant may elect to seek a decision on written statement pursuant to the provisions of IRLJ 3.5 and KMC-IRLJ 3.5. A defendant who elects to contest or mitigate an infraction by decision on written statement shall be deemed to have waived an in-court hearing to contest or mitigate the infraction in person.
- (b) Time for Submitting Request for Decision on Written Statement. The request for a decision by written statements shall be submitted no later than fourteen (14) days prior to the date set for the in-court mitigation or contested hearing.
- (c) Declaration for Written Statement Required. A defendant wishing to proceed by decision on written statement shall provide a written statement which sets forth the facts and/or defense(s) that the defendant would like the court to consider. A written statement

submitted pursuant to this rule shall be submitted by declaration as follows: "I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct," and shall be in substantially the following form:

Name of Defendant:

Address:

Infraction Number (upper right corner of citation):

Violation Date:

I wish to mitigate the infraction:

I wish to contest the infraction:

Statement:

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I declare under penalty of perjury under the laws of the state of Washington that the above information is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_(city/state).

\_\_\_\_\_  
Signature

The written statement shall be submitted at the same time as the request for decision on written statement.

- (d) Time for Examination, Factual Determination, Disposition and Notice to Parties. The time for examination, factual determination, disposition and notice to parties shall be pursuant to IRLJ 3.5(a)-(d).
- (e) Court May Require In-Person Appearance. In its discretion, the court may deny a defendant's request to proceed by Decision on Written Statement and may require the defendant to appear for an in-person hearing before the court.
- (f) No Appeal Permitted. There shall be no appeal from a decision on written statement.

[Effective date September 1, 2002]