

Winlock Municipal Court  
Local Court Rules

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## PREFACE

1. Promulgation. These rules shall be known as the Local Rules for Municipal Court of Winlock, County of Lewis, State of Washington. Copies of these rules will be filed with the Office of the Administrator of the Courts, and the Clerk of the Municipal Court of Winlock. Copies of these rules will be distributed to the county Law Library for public reference. These rules will be effective on September 1, 2006.
2. Numbering. Consistent with GR 7 Washington Court Rules, these rules to the extent possible, conform in numbering system and in format to those rules adopted by the Supreme Court of the State of Washington for courts of limited jurisdiction and facilitate the use of the same. The number of each rule is preceded by abbreviation "NML" designation the rule as Winlock Municipal Local Rule and being supplemental to the corresponding Washington Court Rule for the Courts of Limited Jurisdiction.
3. Revisions and Additions (reserved).

WMLARLJ 1.  
SCOPE OF LOCAL COURT RULES

These rules govern the procedures in the Municipal Court of Winlock, County of Lewis, State of Washington. These rules are supplemental to the rules enacted by limited jurisdiction as specifically authorized by GR 7, CRLJ 83, CrRLJ 1.7, and IRLJ 1.3 of the Washington Court Rules. The court may modify or suspend any of these local rules in any given case upon good cause being shown or upon the court's own motion.

(Effective September 1, 2024)

WMLARLJ 2.  
DECORUM

1. Courtroom Decorum. All attorneys and other individuals in the courtroom shall abide by the following rules of conduct.
  - (a) Always be Prompt. Be in the courtroom ready to proceed at the appointed time.
  - (b) Dress appropriately to the serious Nature of the Matter before the Court. Shorts and other kinds of beach apparel are not appropriate. Clothing advertising alcoholic beverages or illegal drugs are not appropriate. Hats are not to be worn in the courtroom, unless required by religious custom and practice.

(Effective September 1, 2024)

WMLARLJ 3.1.  
HEARINGS ON WRITTEN STATEMENTS

1. The court authorizes mitigation hearings and contested hearings on written statements in lieu of a defendant's personal appearance.
  - (a) A defendant may submit a written statement as a response to a notice of infraction within 30 days of the date the notice is personally served or, if the notice is served by mail, within 33 days of the date the notice is mailed. Additionally, a defendant who has requested a mitigation hearing or contested hearing may submit a written statement later in lieu of personally appearing at the hearing. The written statement must be received by the time of the hearing.
  - (b) A written statement that does not clearly request to contest a notice of infraction will be treated as a request to explain mitigating circumstances.
  - (c) A written statement may be delivered to the court in person, by United States mail or any other delivery service, and by email. The court's contact information is as follows:

Address:           Winlock Municipal Court  
                      PO Box 777  
                      Winlock, WA 98565

Email:             municourt@cityofwinlock.com
  - (d) A written statement shall contain the person's promise to pay the monetary penalty authorized by law if the infraction is found to be committed. The statement shall be executed in compliance with RCW 9A.72.085.

(Effective September 1, 2024)

WMLARLJ 3.2.

DECISIONS AND DEFERRED FINDINGS ON WRITTEN STATEMENTS

- a. Decisions on written statements authorized. Deferred findings, mitigation hearings, and contested hearings based on written statements, given under penalty of perjury as provided for in IRLJ 2.4(b) and IRLJ 2.6(c), are authorized. Forms for providing such written statements shall be available from the Lewis County District Court or its website and shall be submitted within the timeline provided by the court. Thereupon, the court will make its decision according to the procedures of IRLJ 3.5, considering the materials submitted both by the defendant and the State. Except as provided in subsection (c) of this rule, the court need not consider any written statement submitted later than seven (7) calendar days before the scheduled hearing.
- b. Deferred findings. The court will consider written requests to defer infractions. A defendant who wants to defer a traffic infraction by mail must complete either the Petition for Mitigation Hearing on Infraction(s) via Written Statement form or the Petition for Contested Hearing on Infraction(s) via Written Statement form. Each of the two forms contains a section in which the defendant may request a deferred finding. A defendant requesting a deferred finding shall also complete the remainder of the chosen form, either contesting or mitigating the infraction. In the event the defendant is ineligible to defer the infraction(s) or the court finds that a deferral is not an appropriate remedy for the infraction, the court will proceed with either a mitigation hearing on written statements or a contested hearing on written statements in accordance with the defendant's choice.
- c. Agreed dispositions. The court will consider written statements requesting agreed dispositions of infractions filed on or before the date of the hearing. When requested to do so as part of such a disposition, the court may set a different penalty for an unscheduled infraction than the default, as permitted by IRLJ 6.2(b).
- d. There shall be no appeal from a decision on written statements.

(Effective September 1, 2024)

WMLARLJ 3.3.  
INFRACTIONS/FINES/NO PROOF OF LIABILITY INSURANCE

1. If a person who has been cited with a violation of RCW 46.30.020 (failure to provide proof of liability insurance) presents to the Court Clerk evidence that the person had in effect, at the time of the citation, liability insurance as required by RCW 46.30.020, then, upon payment of twenty-five dollars (\$25.00), administrative costs, the case shall be dismissed and the Court Clerk shall be authorized to make appropriate notation of the dismissal in the Court file. This section is applicable only if the person charged has otherwise complied with all rules and procedures that govern responding to notices of infraction.

(Effective September 1, 2024)

WMLARLJ 4.  
SCHEDULE OF FEES

The following shall be the schedule of fees charged for certain official services provided by the Municipal Court. These amounts are consistent with RCW 3.62.060.

Duplication of Electronic Records	\$ 10.00	per Tape
Paper Copy Expense	\$ .25	per page
Certified Copy	\$ 5.00	first page
Certified Copy	\$ 1.00	per each additional page
Postage		Actual Cost
Appeals (Preparation & Tape)	\$ 40.00	

(Effective September 1, 2024)



WMLARLJ 5  
RELEASE OF ACCUSED

(a) Bail: Winlock Municipal Court will follow the bail schedule set forth in Washington Court Rule CrRLJ3.2(o) except where the charges involve domestic violence offenses or charges of DUI(RCW 46.61.502) or Physical Control (RCW 46.61.504).

(b) Domestic Violence Offenses: Bail shall not be set for a person arrested for a new domestic violence offense unless set by a judge electronically at the time of arrest, or at a preliminary appearance, arraignment or subsequent court appearance. "Domestic violence" includes, but is not limited to any of the misdemeanor or gross misdemeanor offenses listed in RCW 10.99.020(5), or similar municipal ordinance, when committed by one family or household member against another. "Family or household members" are those persons listed in RCW10.99.020(3) or similar municipal ordinance.

(c) DUI or Physical Control: Bail shall not be set for a person arrested for a new DUI or Physical Control offense unless set by a judge electronically at the time of arrest, or at a preliminary appearance, arraignment or subsequent court appearance or by written court order.

(Effective September 1, 2024)

WMLARLJ 6  
JUDICIAL DAYS DEFINED

Regular judicial days shall be the first and third Thursdays of every month, Holidays and Court Holidays excepted.

In the event of holidays or other preemption, Court may be held the next scheduled Court day. Court sessions shall be at such times and places, as the Court may deem necessary for its proper administration.

(Effective September 1, 2024)