



**Tacoma Municipal Court**  
 930 Tacoma Ave So., Room 841 Tacoma, WA 98402  
 253-591-5357

**HEARING BY MAIL**

**PARKING INFRACTIONS AND CAMERA TICKETS DO NOT APPEAR ON YOUR DRIVING RECORD**

**INSTRUCTIONS**

Fill out this side of the form completely, sign, date and list location where signed. If you have documentation that you would like the Judge to consider you must attach a copy. Examples of documentation are:

- Registration – Vehicle Registration from DOL.
- Defective Equipment – Certification of correction from WSP or authorized mechanic.
- Insurance – Insurance card: Name of driver, cited vehicle covered, and effective dates.
- Pet License – Pet license receipt from City of Tacoma Animal Licensing.
- License – Driver’s License from DOL
- Disabled Parking - Required: DP placard, DP Permit, and photo ID.

Citation Number(s): \_\_\_\_\_ Plate No: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone \_\_\_\_\_

**Defendant’s Statement(s):**

**Violation 1:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Violation 2:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Violation 3:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I promise to pay the monetary penalty authorized by law or, at the discretion of the court, any reduced penalty that may be set. I understand that pursuant to IRLJ 3.5, there is **no appeal allowed** from the court’s order based on my written statement.*

**I declare under penalty of perjury, that the above statement is true and correct.**

**Signed on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ at \_\_\_\_\_, WA.**

\_\_\_\_\_  
**Defendant’s Signature**