

Tacoma Municipal Court  
930 Tacoma Ave So., Room 841 Tacoma, WA 98402  
253-591-5357 – [MunicipalCourt@cityoftacoma.org](mailto:MunicipalCourt@cityoftacoma.org)  
**HEARING BY MAIL**

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

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## 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 drivers, cited vehicle covered, and effective dates.
- Pet License – Driver’s License from DOL.
- Disabled Parking – Required: DP placard, DP Permit, and photo ID.

Citation Number(s): \_\_\_\_\_ Plate No: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Defendant’s Signature