

**APPENDIX: SAMPLE FORMS**

**#1: Sample Discovery Request for Traffic Hearings**

IN THE MUNICIPAL COURT FOR THE CITY OF SEATTLE

CITY OF SEATTLE,	)	
	)	
Plaintiff,	)	
	)	Cases No. 789465123
v.	)	
	)	
	)	DISCOVERY REQUEST
LISA SMITH,	)	
	)	
Defendant.	)	
_____	)	

DISCOVERY REQUEST

PLEASE TAKE NOTICE that Lisa Smith demands discovery, pursuant to IRLJ 3.1(b), of a copy of the notice of infraction, a copy of the citing officer's sworn statement, the identity of any witnesses the prosecutor will call at a hearing in this cause, a copy of video or photo evidence the prosecutor proposes to introduce or the address to a website where such evidence is accessible to the defendant, if it will be offered into evidence at that hearing.

Dated this 14th day of October, 2012.

\_\_\_\_\_  
Lisa Smith

## Sample Letter to the Court

Presiding Judge  
King County Superior Court  
516 Third Ave.  
Seattle, Washington 98104

September 4, 2012

Re: Ticket #123456, Speeding Infraction (received 05/20/2012)

Your Honor:

I write regarding Ticket #123456. I received this speeding infraction on May 20, 2012. I could not pay for the traffic fine because I did not have a steady job or any other way to pay.

I write now because I am hoping to get my driver license back so I can get a job. I live in an area that does not have good public transportation. I need access to a car so I can find a job.

I am in a better position now to resolve the ticket. I have a stable place to live. A caseworker is helping me find a job.

I have tried to work out a payment plan on my ticket with the collections agency. They want me to pay 50% of the fine before they would consider a payment plan on the rest. I do not have a job. I cannot afford to make that big of a down payment. I request that you allow me to work off the fine through community service. If that is not possible, I request that you permit me to make payments directly to the court in an amount I can afford. I believe I can afford to pay \$\_\_\_ per month.

I am attaching a letter from my case manager explaining what I am doing in my program to help improve my situation. I am also attaching proof that I receive food stamps and TANF.

I would really appreciate an opportunity to get my license back so I can get a fresh start and find a job.

If you have any questions, please contact me at 206-696-7503.

My mailing address is:  
500 ABC St. Apt. 123  
Seattle, WA 98104

Thank you for your time and consideration.

Sincerely,  
[your signature here]  
[type your name here]