

NOTICE OF PARKING INFRACTION APPROVAL CHECKLIST

Administrative Office of the Courts
1206 Quince St SE, PO Box 41170
Olympia, WA 98504-1170

Pursuant to RCW 46.63.060 and Washington Court Rule IRLJ 2.1, all forms used to file cases alleging the commission of a parking, standing or stopping infraction shall be *approved* by the Administrative Office of the Courts (AOC).

The form is reviewed for compliance with the formal requirements listed below.

If “Not Approved” box checked below, please (1) review the accompanying comment section, (2) make the appropriate correction to the form and (3) resubmit it to AOC for approval.

FORMAL REQUIREMENTS: (statutory authority in italics)

Not
Approved

1. The name, address, and phone number of the court where the notice of parking infraction will be filed. *IRLJ 2.1(b)(1)*
COMMENT:
2. The vehicle make, year, model, style, license number and state in which licensed. *IRLJ 2.1(b)(3)*
COMMENT:
3. The statement of the infraction the defendant is alleged to have committed. *IRLJ 2.1(b)(4) and RCW 46.63.060(2)(c)*
COMMENT:
4. The statutory citation or ordinance number including the authority reference (e.g., Seattle Municipal Code) of the infraction that the defendant is alleged to have committed. *IRLJ 2.1(b)(4)*
COMMENT:
5. The date, time, and place the infraction occurred. *IRLJ 2.1(b)(4)*
COMMENT:
6. The date the notice of parking infraction was issued. *IRLJ 2.1(b)(4)*
COMMENT:
7. The name and, if applicable, the number of citing officer. *IRLJ 2.1(b)(4)*
COMMENT:
8. A statement certifying or declaring under penalty of perjury under the laws of the state of Washington that the citing officer has reasonable grounds/probable cause to believe and does believe that the described vehicle/person was in violation of ordinance/statute and that the foregoing is true and correct. The officer’s signature, date of issuance, and place of issuance of the notice of parking infraction are also required. *GR 13 and IRLJ 2.1, GR 30 provides that an electronically generated citation is presumed to have been signed when the filer uses their authorized password and PIN in preparing the form.*
COMMENT:
9. A statement that the notice represents a determination that a parking infraction has been committed by the person named in the notice and that the determination shall be final unless contested as provided in chapter 46.63 RCW. *RCW 46.63.060(2)(a)*
COMMENT:
10. A statement that a parking infraction is a noncriminal offense for which imprisonment may not be imposed as a sanction; that the penalty for a parking infraction may include nonrenewal of the vehicle license (or effective 7/1/15 vehicle registration). *RCW 46.63.060(2)(b)*
COMMENT:

- 11. A statement of the monetary penalty established for the parking infraction. *IRLJ 2.1(b)(6) and RCW 46.63.060(2)(d)*
COMMENT:
- 12. A statement of the options (i.e. pay, request a mitigation hearing, request a contested hearing) provided for responding to the notice and the procedures necessary to exercise these options. *RCW 46.63.060(2)(e)*
COMMENT:
- 13. A statement that at any hearing to contest the determination the state [or city or county] has the burden of proving, by a preponderance of the evidence, that the infraction was committed; and that the person may subpoena witnesses including the officer who issued the notice of infraction. *RCW 46.63.060(2)(f)*
COMMENT:
- 14. A statement that at any hearing requested for the purpose of explaining mitigating circumstances surrounding the commission of the infraction the person will be deemed to have committed the infraction and may not subpoena witnesses. *RCW 46.63.060(2)(g)*
COMMENT:
- 15. A statement that the person must respond to the notice as provided within fifteen days. *IRLJ 2.1(b)(5)*
COMMENT:
- 16. A statement that failure to appear at a hearing requested for the purpose of contesting the determination or for the purpose of explaining mitigating circumstances may result in refusal of the department to renew the vehicle license (**or effective 7/1/15 vehicle registration**), until any penalties imposed have been satisfied. *RCW 46.63.060(2)(i)*
COMMENT:
- 17. A statement that a mailed response must be mailed not later than midnight on the day the response is due. *IRLJ 2.1(b)(7)*
COMMENT:
- 18. OTHER
COMMENT:

AOC's approval covers the language documented in this checklist, which is based on the requirements listed in RCW 46.63.060 and IRLJ 2.1.