



## INSTRUCTIONS

This notice represents a determination that a violation has been committed by the person named in the citation and this determination will become final unless you contest it by checking the 3rd box below.

**Response to Citation.** You must respond to this citation within fifteen (15) calendar days from the date that citation was served.\* Any mailed response must be in the Office of the Hearing Examiner by 5:00 p.m. on the day the response is due.

A citation is a non-criminal offense for which imprisonment may not be imposed as a sanction. However, failure to respond within fifteen (15) calendar days of service will result in entry of an order that you committed the violation, imposition of a penalty, and may result in additional citations or criminal prosecution.

You must respond to this citation in one of the following three ways. Please check only one of the following boxes, as appropriate. All responses must be sent to **City of Seattle, Hearing Examiner, PO Box 94729, Seattle, WA 98124-4729, or fax to (206) 684-0536.**

Appeals must be received by the Hearing Examiner between the hours of 8 a.m. and 5 p.m., M-F. Appeals received by fax after 5 p.m. will be considered to have been filed the next business day. It is the appellant's responsibility to confirm with the Hearing Examiner that an appeal has been received.

**1. I agree that I either committed or am responsible for the violation and choose to pay the monetary penalty specified in the citation.** [Send a check or money order only, payable in US funds to the *City of Seattle*. Payment should be made to the **Hearing Examiner's** office. Do not send cash. Print the citation number on the check or money order. Only payments in full will be accepted.]

**2. I request a mitigation hearing to explain the circumstances surrounding the commission of the violation and to request a reduction of the penalty.** By requesting a mitigation hearing, you will be deemed to have committed or have been responsible for the violation. A penalty reduction cannot be considered unless the violation is cured and compliance has been confirmed by SDCI prior to your hearing. You must contact SDCI at least four business days prior to your hearing date for an inspection to determine if the violation has been cured.

**3. I request a hearing to contest the violation.** I believe the violation did not occur or I am not responsible for the violation for the reasons listed below.

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(Blanks must be completed. The hearing is limited to the reasons listed.)

I request an interpreter at my hearing in the following language: \_\_\_\_\_

\_\_\_\_\_  
RESPONDENT'S SIGNATURE

\_\_\_\_\_  
CITY STATE ZIP

**If you request either a mitigation or contested hearing, you must fill in the information below to receive notice of your hearing date. Do not send payment with your hearing request. You will be notified in writing of your hearing date. Send this completed page to City of Seattle, Hearing Examiner, PO Box 94729, Seattle, WA 98124-4729.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
AREA CODE PHONE

\_\_\_\_\_  
CITY STATE ZIP

\* The date of service is:

- the date the Notice of Citation was mailed; or
- the date the Notice of Citation was served on you; or
- the date the Notice of Citation was posted on the property.

If multiple methods of service are used, the earliest date is the date of service.

**PAYMENT OF THE MONETARY PENALTY OR REQUEST  
FOR A MITIGATION HEARING DOES NOT RELIEVE YOU OF  
THE DUTY TO CORRECT THE VIOLATION.**