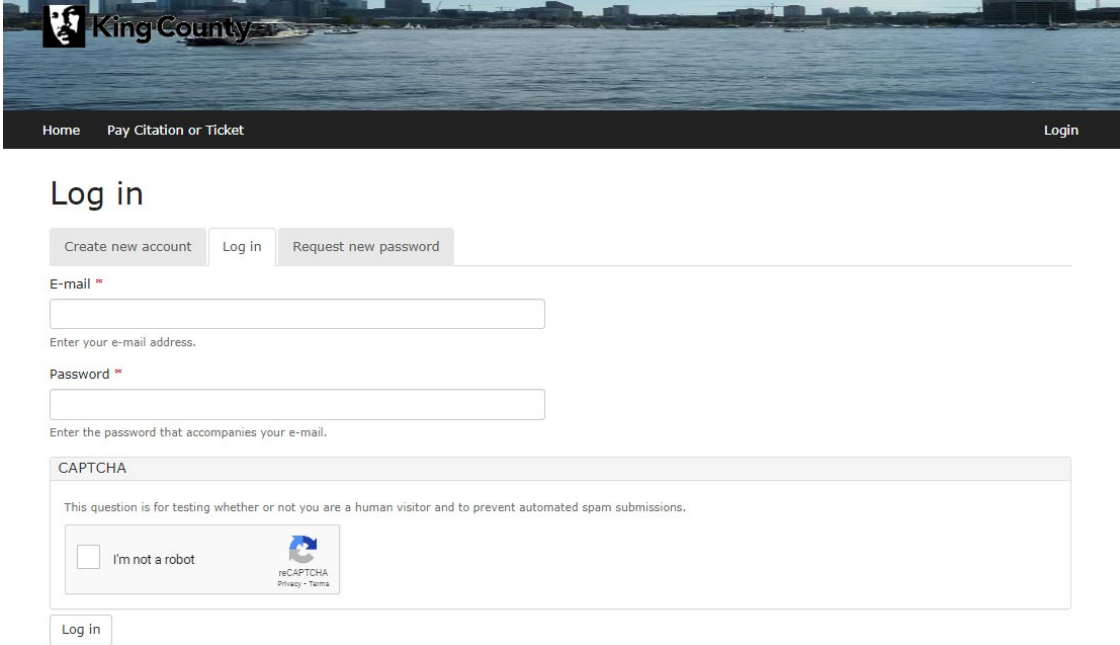


King County District Court - Online Response to Infraction

#	Instructions	Visual Cue
1.	<p>Login to your KCDC Portal Account: Log in King County District Court</p> <p>If you don't have an account, Register for an account here: Role Types and Definitions King County District Court</p>	

King County District Court - Online Response to Infraction

2. Click on **Case Search** and enter your case number in the top search box
- Ensure there are no spaces at the beginning or end of your case number

Click **Search**. Your case will appear below.

Click on the hyperlink to access your case.

If searching by case number, DO NOT enter First and Last name.

Home **Case Search** Calendar Search Actions Criminal Case Initiation File a New Case Pay Citation or Ticket User List
 Form Submissions Log Report User List Dulce Díaz

Case Search

View Edit Grant

You can search by Case Number, Last Name or Company Name. First name is optional. One or more fields must be entered.

Case Number

Filing Date to

First Name

Last Name

Date of Birth

Company Name

Search Clear

Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event	Sta
2A041/ WSPKINITKCX	State of Washington vs	07/19/2022	Infraction: Traffic			

Search results will display down here. Click on the hyperlink on the case number to access your case.

3. Click on the **WebHearing** button

Summary Charges Documents Events Other Cases Register of Actions Documents

Summary

Case Add Filing **WebHearing**

Filing Date	Case Caption	Case Status
07/19/2022	State of Washington vs.	Open

Parties

Type	Name	Date	Represented By

King County District Court - Online Response to Infraction

4. File Electronic Ticket Response

You will need to select a response choice for your infraction:

- Contested Statement
- Deferred Finding
- Mitigation Statement

Review and confirm conditions are met before proceeding

WebHearing

File Electronic Ticket Response

3/2 -WSPKINITKCX
State of Washington vs. JUL

Notice to users - Web Hearing Statements may only be filed if all of the following conditions are met:

- Violation occurred within the last 47 days. Users may confirm by viewing the Summary Tab on a case view.
- A hearing has not yet been held on the case
- A Web Hearing Statement has not already been filed
- Case is not closed

Please review your case information to ensure conditions are met. If these conditions are not met, you will get an error when you submit the form and the information will not be saved.

Response Choice*

Cf Portal User

Cf Portal Email

Note

If you receive a red error or yellow warning after you click the Proceed button, you will need to resolve the data issue and then upload your documents again, even if the file names still appear.

Proceed

5. Complete all required fields and acknowledgments that will appear depending on response choice

Notice to users - Web Hearing Statements may only be filed if all of the following conditions are met:

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- A hearing has not yet been held on the case
- A Web Hearing Statement has not already been filed
- Case is not closed

Response Choice* Mitigation Statement

I want to submit my case to the Judge in writing. I understand by submitting a mitigation statement I am admitting I committed the alleged infraction(s). The following is my sworn written statement explaining the mitigating circumstances in my case.

Cf Portal User Du.

Cf Portal Email du

To complete your request, you must agree to the following statements by marking the checkboxes provided.

I understand I do not need to appear in person in court to submit this statement.
 Acknowledged

I understand there is no appeal of the judge's order if I use this electronic procedure.
 Acknowledged

I promise I will pay any monetary penalty imposed within the time period ordered by the judge.
 Acknowledged

I am the person who committed the violation in this case, and understand my typed name on the signature line qualifies as my signature for purposes of certification.

King County District Court - Online Response to Infraction

6. Complete Certification and Add any Additional Document you need to support your response.

Click on **Proceed**

Your ticket response is sent to KCDC.

▼ Certification

Signature:*
(Type your First, Middle and Last Name in upper case)

Place of Signing: (City and State)*

Date (MM/DD/YYYY)*

Mail Address*

Phone Number* () -

> Additional Document ⊖ ⊕ ✕

▼ Note

If you receive a red error or yellow warning after you click the Proceed button, you will need to resolve the data issue and then upload your documents again, even if the file names still appear.

[Proceed](#)

- 7.
- Your response will be sent to King County District Court for the judge to review.
 - A copy of the statement generated from your response will be emailed to you.
 - Once a judge makes a ruling and creates an order, it will be emailed to you. You will need to review this order for specifics on payments etc.