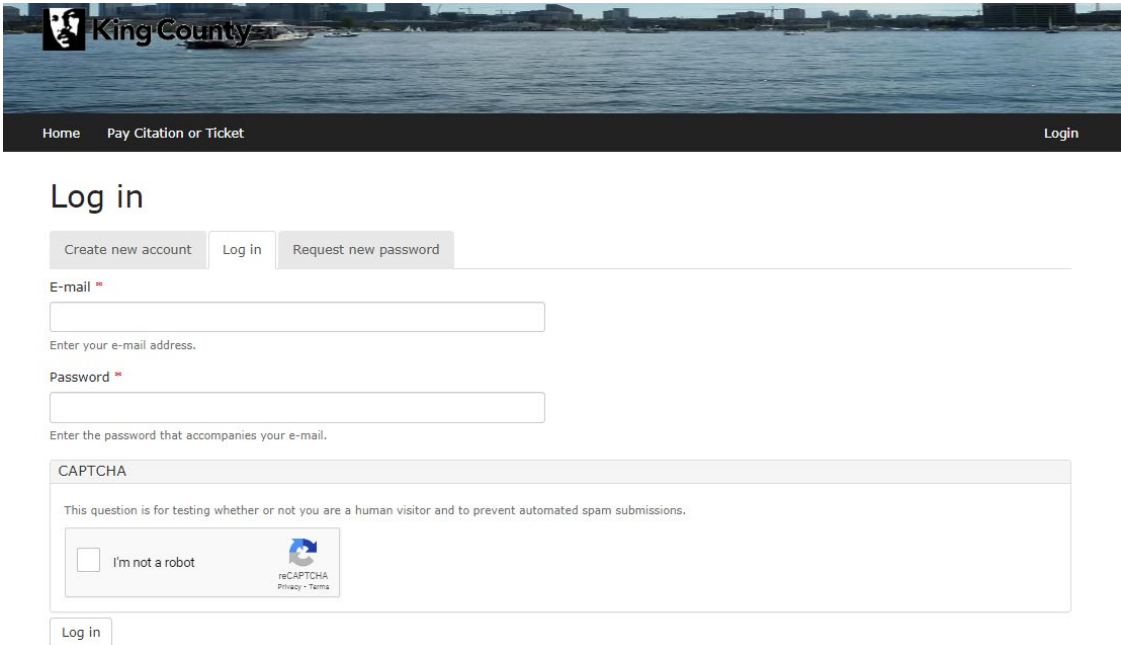
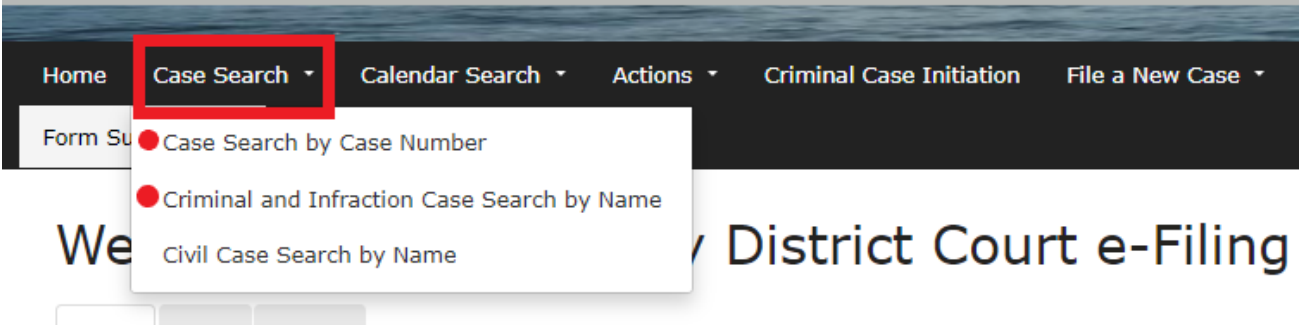


King County District Court - Online Response to Infraction

#	Instructions	Visual Cue
1.	<p><b>Log in to the <a href="#">e-Filing / Case Access Portal</a>.</b></p> <p>*****If you don't have an account, please follow the instructions to register for a public user account.</p>	
2.	<p><b>Case Search</b></p> <p>Once you login, click on the Case Search Tab. You can select to <i>search by the Case Number</i>, if you know your case number, or <i>search by Name</i>.</p>	

3. **Searching by Case**

**Number:** Enter the Case Number (ensure there are no spaces before or after the case number) and click on search.


**Searching by Name:** Enter the filing date (you can search 365 days at a time if you are unsure of the filing date), First Name and Last Name(s). You may also enter Date of Birth if you know it, but it is not required.

The Case will appear at the bottom of the page. You can click on the blue hyperlink under the case number to access the specific case.

### Case Search by Case Number

Search will return only an exact match on case number. Please avoid copy/paste or verify no empty spaces are pasted before your case number. If your case number contains a dash, you must enter the dash for a successful search.

Case Number\*  




Records Per Page  


Change the number of results per page


Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event
<a href="#">3A</a>	9-WSPKINCKCX State of Washington vs	06/29/2023	Criminal: Traffic		04/22/2024 Motion Hearing



### Criminal and Infraction Case Search by Name


You can search by first and Last Name. Filing date range can be no more than 365 days.

Filing Date\*   to   

First Name\*  

Last Name\*  

Date of Birth   

Records Per Page  

Change the number of results per page

Case Number	Case Name	Filing Date	Case Type	Next Event	Previous
<a href="#">3AC</a>	9-WSPKINCKCX State of Washington vs. L	06/29/2023	Criminal: Traffic		04/22/20

4. Click on the **WebHearing** button.

The screenshot shows a web interface with a top navigation bar containing tabs: Summary, Charges, Documents, Events, Other Cases, Register of Actions, and Documents. Below this is a 'Summary' section with a dropdown menu for 'Case' and a 'WebHearing' button highlighted in yellow. A table below shows case details:

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

Below the case details is a 'Parties' section with a table that is partially obscured.

5. **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\*\***

## Web Hearing Request

The screenshot shows the 'WebHearing' form. It includes a dropdown menu for 'File Electronic Ticket Response' and a 'Response Choice' dropdown menu. The 'Response Choice' dropdown is open, showing options: Contested Statement, Deferred Finding, and Mitigation Statement. A red arrow points to the dropdown menu, and a red box highlights the dropdown arrow. Below the dropdown is a 'Proceed' button with a download icon, also highlighted with a red box.

**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.**

**If you receive a red error or yellow warning after you upload your documents again, even if the file names still appear.**

## King County District Court - Online Response to Infraction

6. Complete all required fields and acknowledgments that will display depending on response choice.

**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

Response Choice\*

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

Cf Portal Email

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

7. Complete the 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.**



8.

- 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.