



## **THE WASHINGTON COUNTY VIOLATIONS BUREAU/HEARING OFFICER PROGRAM**

was established in September 2006 to address payable petty misdemeanor and misdemeanor cases occupying court calendars which could be more efficiently resolved outside of a court hearing. The following is a description of the program.

***"I was issued a citation from a police officer. Now what do I do?"***

Every citation is either payable (a fine assessed with no court hearing necessary) or requires a court appearance. To determine the status of your citation, check the fine schedule posted online at <http://www.mncourts.gov/washingtoncounty> (click "Violations Bureau/Hearing Officers" on right) or call the Violations Bureau at 651-430-6279. If your offense requires a court appearance, a notice with your court date will be mailed to you at the address noted on your citation. **If your offense is payable, however, you have the following two choices:**

1. Pay the fine in full, which constitutes a plea of guilty to the offense; or
2. See a hearing officer to attempt a settlement of the case. *Note: ALL payable offenses that are not paid outright MUST be addressed by a hearing officer.*

***"What is a Hearing Officer?"***

A hearing officer is a court representative who listens to your case to determine the options for resolution. Your driver's record, Minnesota court records and the circumstances surrounding the offense are all reviewed to determine whether a settlement can be offered. Settlement options may include reducing the fine, keeping the offense off the driver's record or, in limited cases, dismissing the charge.

***"What if the hearing officer can't offer a settlement, or I don't want to take the settlement offered to me?"***

The case would then be set on for an arraignment hearing, at which you would have the opportunity to speak to the prosecutor or appear in front of the judge.

***"If I appear in court and am not satisfied with the outcome, can I go back and accept the hearing officer's original offer?"***

No. Once court is chosen, the hearing officer's offer is considered declined. Keep in mind that local city prosecutors provide parameters that the hearing officer follows.



***"How soon do I need to see the hearing officer?"***

Action must be taken on a citation within 60 days of the date of the offense. Failure to pay the fine, see a hearing officer or appear in court (if chosen) will result in additional penalties which may include issuance of a warrant, driver's license suspension, entry of a guilty plea and waiver of trial, and/or referral to collections.

***"Where do I go to see a hearing officer?"***

Stillwater and Cottage Grove currently provide hearing officer services. See the front of this brochure for addresses; see the back of this brochure for directions.

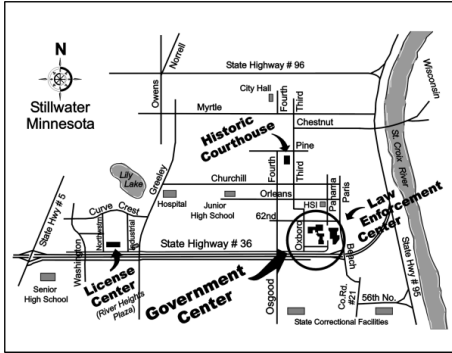
***"What if I have questions?"***

Call the Violations Bureau at 651-430-6279 with questions regarding your citation or to schedule an appointment for the Cottage Grove hearing office location.

For additional information you may also visit our website at [www.mncourts.gov/washingtoncounty](http://www.mncourts.gov/washingtoncounty).

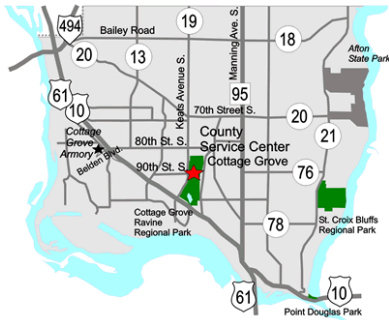
## Locations and Directions

### STILLWATER LOCATION



Take State Highway #36 to the intersection of Osgood Ave. N. and 4<sup>th</sup> St N.. Turn north on Osgood Ave. N. to 62<sup>nd</sup> Street N. Turn right onto 62<sup>nd</sup> Street N., and proceed one block east to Oxboro Avenue N. Turn right on Oxboro Avenue N. The Washington County Government Center will be on the left.

### COTTAGE GROVE LOCATION



From I-94: Take I-94 to CR-19 (Woodbury Dr); turn south and travel 9 miles (becomes Keats Ave S). Service Center will be on the left.

From US-61: Take US-61 to CR-19 (Innovation Rd); turn north and travel one mile. Service Center will be on the right.

Washington County Violations Bureau  
Washington County Government Center  
14949 - 62<sup>nd</sup> Street North  
Stillwater, MN 55082

To:



## WASHINGTON COUNTY Violations Bureau/ Hearing Officer Program

**Washington County Government Center**  
14949 - 62<sup>nd</sup> Street North  
Stillwater, MN 55082  
Walk-in service only (no appointments)

**Washington County Service Center -  
Cottage Grove**  
13000 Ravine Parkway South  
Cottage Grove, MN 55016  
By appointment only (651-430-6279)



