



THE WASHINGTON COUNTY VIOLATIONS BUREAU/HEARING OFFICER PROGRAM

was established to address petty misdemeanor and payable misdemeanor cases occupying court calendars which could be more efficiently resolved outside of a court hearing.

"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> or call the Minnesota Court Payment Center at 651-281-3219.

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, a hearing officer's offer is considered declined. Keep in mind that local city prosecutors provide guidelines from which the hearing officer can offer a settlement.



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

Action must be taken on a citation within 30 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 (walk-in appointments in Stillwater; by appointment only in Cottage Grove). See the front of this brochure for locations; see the back of this brochure for directions. To schedule an appointment in Cottage Grove, call 651-430-6279.

"I live out of state and can't come to see a hearing officer."

You may attempt resolution by fax/mail only if your residence is more than 70 miles from the Courthouse. Mail/fax letter and internet map of home address to:

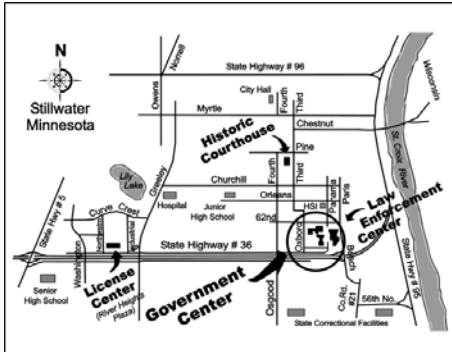
Hearing Officer Mail
14949 62nd Street North
Stillwater, MN 55082
Fax: (651) 430-6300

"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.

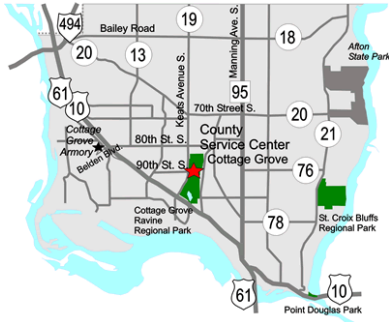
Locations and Directions

STILLWATER LOCATION



Take State Highway #36 to Osgood Ave. N./4th St. N. Turn north on Osgood Ave. N. to 62nd Street N. Turn right onto 62nd Street N., and proceed one block east to Oxboro Avenue N. Turn right on Oxboro Avenue N. The Washington County Courthouse 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 Courthouse
14949 - 62nd Street North
Stillwater, MN 55082

To:



WASHINGTON COUNTY Violations Bureau/ Hearing Officer Program

Washington County Courthouse

14949 - 62nd Street North

Stillwater, MN 55082

8:00 am to 4:00 pm

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)

