



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

was established to address petty misdemeanor and payable misdemeanor citations 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?"***

To determine whether your citation is payable or requires a court appearance, follow the instructions at <http://www.mncourts.gov/Pay-a-Fine/How-much-is-my-fine.aspx> 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, you have two choices:**

1. Pay the fine in full, which constitutes a plea of guilty to all offenses on the citation; or
2. See a hearing officer to attempt a resolution of the case. *Note: All Washington County 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 options for resolution. Your driver's record, Minnesota court records and the circumstances surrounding the offense are all reviewed to determine whether a resolution can be offered. Resolution options may include reducing the fine, keeping the offense off the driver's record or, in some cases, dismissing the charge.

***"What if the hearing officer can't offer a resolution, or I don't want to take the resolution 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 you appear in court, a hearing officer's offer is considered declined.

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

Action must be taken on a citation within 30 days of the date it is filed with the court. 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, late fees, entry of a guilty plea and waiver of trial, and/or referral to collections.

***"Where are hearing officers available to meet with defendants?"***

Stillwater and Cottage Grove currently provide hearing officer services. See the front of this brochure for times/locations; see the back of this brochure for directions. Bring citation and photo ID to your appointment.

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

You may attempt resolution by mail/fax only if your residence is more than 50 miles from the Courthouse. Mail/fax an explanation of the circumstances and internet map of home address to:

Hearing Officer Mail  
14949 62<sup>nd</sup> Street North  
Stillwater, MN 55082

Fax: (651) 430-6300

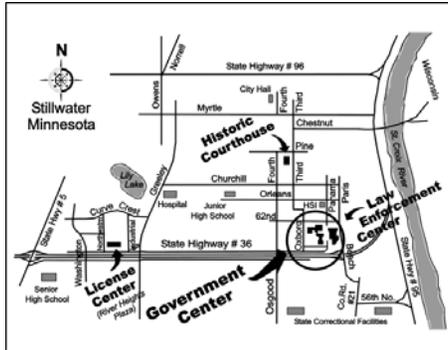
Include a copy of your citation and photo ID, plus documentation to aid in resolution of the case. You will receive a response from the hearing officer with applicable instructions.

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

Call the Minnesota Court Payment Center at 651-281-3219 (Twin Cities metro area) or 1-800-657-3611 (outstate area) with questions regarding your citation or to schedule an appointment to see a hearing officer in Stillwater or Cottage Grove.

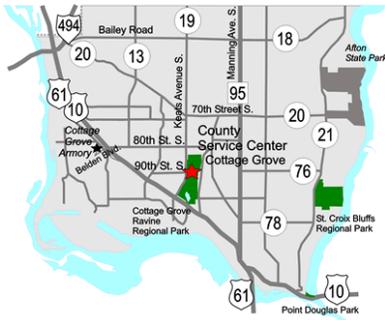
## Locations and Directions

### WASHINGTON COUNTY COURTHOUSE



Take State Highway #36 to Osgood Ave. N./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 Courthouse will be on the left.

### COTTAGE GROVE SERVICE CENTER



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 - 62<sup>nd</sup> Street North  
Stillwater, MN 55082

To:



### WASHINGTON COUNTY Violations Bureau/ Hearing Officer Program

#### Washington County Courthouse

14949 - 62<sup>nd</sup> Street North

Stillwater, MN 55082

Mon - Fri 8:00 am - 4:00 pm

By appointment:

(651) 281-3219 or (800) 657-3611

\*Walk-ins accepted as time permits\*

#### Washington County Service Center - Cottage Grove

13000 Ravine Parkway South

Cottage Grove, MN 55016

By appointment only:

(651) 281-3219 or (800) 657-3611

\*Select Wednesdays only\*



