

**Ingram, Zelasko & Goodwin, LLP, is one of the leading law firms in our area to provide legal assistance with regard to traffic infractions—our firm has handled traffic infractions for more than 15 years. Please read the following information and respond with a completed Request for Representation (see below), fee payment, and appropriate information/signature if you would like to request our firm to represent you for your traffic infraction.**

**IF YOU HAVE RECEIVED A GREEN OR WHITE INFRACTION TICKET, READ ON.**

WHAT YOU NEED TO DO

1. You must respond to the Court within 15 days of receiving the traffic infraction.
2. If you plan to contest the ticket, please mark box No. 3 on the back of the citation, which means you wish to contest the infraction. This preserves your right. Even if you feel you may have committed the infraction, you should still check this box. We can always change to a mitigated hearing; however, we cannot always re-obtain a contested hearing.
3. Make two copies of the citation, one for us and one for you. Please send the original to the Court.
4. Complete the ***Request for Representation*** (below) and mail it along with the copy of your ticket, copy of your driver's license (for easier identification), and your payment to our office at 120 East First Street in Aberdeen, WA 98520. You may also email the information with your credit card payment (or you may call us with credit card processing information).
5. Include payment of:
  - A. \$500.00 (paid in full) for a speeding ticket or other moving infractions like failure to yield, wheels off roadway, and fail to signal in Grays Harbor or Pacific Counties.
  - B. \$750.00 (paid in full) for Negligent Driving in the Second Degree.
  - C. Payment must accompany your information or a file will not be opened. Our firm will not represent you in this matter if no payment is made.
  - D. The payment is a flat fee. If we are not successful in keeping the ticket off your record (dismissal, deferral, or amendment to a non-moving violation), your payment will not be refunded.
  - E. Any additional fines imposed by the court for an amendment, deferral, or miscellaneous court costs will be your sole responsibility.
6. Please provide our office with the specifics of your case, in writing, along with a diagram and/or pictures, and include it with your Request for Representation.
7. If you have an infraction that will require proof (i.e., insurance, tabs, or license), please make sure to provide our office with a copy of the proof. Make sure that the proof shows your insurance, tabs, or license was valid at the time of the stop. If you did not have current insurance, tabs, or license at the time of the stop, please obtain and provide proof of having done so to our office as soon as possible.
8. When your paperwork and flat fee are received, one of the attorneys in our firm will respond either by phone call or email to let you know whether or not our firm will represent you. If we are willing to represent you, a file will then be opened. If we are unable to represent you, we will inform you at this time.

PLEASE NOTE THAT UNTIL YOU ARE CONTACTED BY AN ATTORNEY FROM OUR FIRM TO ACKNOWLEDGE ACCEPTANCE OF YOUR CASE AND CONFIRM YOUR REPRESENTATION IN THIS MATTER, WE ARE NOT CONSIDERED TO HAVE AN ATTORNEY-CLIENT RELATIONSHIP WITH YOU.

## REQUEST FOR REPRESENTATION

(Please fill in completely and/or print legibly)

First Name: \_\_\_\_\_ Middle/Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  Mr.  Mrs.  Ms.  
Birthdate: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Street/Post Office Box  
\_\_\_\_\_  
City State Zip  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### CITATION INFORMATION:

Date of Citation: \_\_\_\_\_ Cited for: \_\_\_\_\_  
Citation/Case No.: \_\_\_\_\_ Officer's Name (if legible): \_\_\_\_\_  
Name/Location of Court: \_\_\_\_\_ Court Date and Time (if known): \_\_\_\_\_

I am paying  \$500.00  \$750.00 by  Cash/Money Order (Enclosed)  Check (Enclosed)  
or  \$\_\_\_\_\_ (other agreed upon fee)  Credit Card (complete information below)

Check One:  VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

Card No.: \_\_\_\_\_ 3-digit code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

The Washington State Bar Association requires attorneys to have persons engaging their services sign and execute the following prior to any legal services being provided.

If we confirm via phone call or email that we will represent you in the above matter and accept your case, Ingram, Zelasko & Goodwin, LLP, hereby agrees to provide, for a flat fee of  \$500.00  \$750.00  \$\_\_\_\_\_, the following services: to act as your attorney and represent you in the above-listed court for the named traffic infraction/negligent driving charge. This fee is a *flat fee* and *does not include any other related legal service, including, but not limited to, appeals, insurance matters, hearings with the Department of Licensing, and/or damage claims arising out of this traffic infraction.* The fee is payment for representation for only the above-listed citation. This fee is not a prepayment of any court fines or costs that may be ordered by the court. The flat fee is not a guarantee that your citation will be dismissed. This flat fee does not guarantee that your citation will not appear on your driving record/abstract. The flat fee shall be paid in full prior to any attorney-client relationship being established and before any legal representation by Ingram, Zelasko & Goodwin, LLP, begins. Upon receipt of the flat fee, the funds are the property of Ingram, Zelasko & Goodwin, LLP, and will not be placed in a trust account. The fact that you have paid your fee in advance does not affect your right to terminate the attorney-client relationship. In the event our relationship is terminated before the agreed upon legal services have been completed, you may or may not have a right to a refund of a portion of the fee.

I have been provided with a copy of this agreement and agree to its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### PLEASE MAIL, FAX, OR EMAIL THIS FORM WITH YOUR PAYMENT TO:

Ingram, Zelasko & Goodwin, LLP  
120 East First Street  
Aberdeen, WA 98520  
Fax: (360) 538-1511  
Email: [infractions@izglaw.com](mailto:infractions@izglaw.com)

## WHAT YOU SHOULD EXPECT

1. Within two to three weeks of responding to the Court, you should receive a notice to appear at Court. That date can vary from one to four months. Please save this notice.
2. Please make arrangements to appear at Court. It is always best for clients to appear. However, if you believe you cannot appear or choose not to appear, you must notify our office and the attorney handling your case. You must first confirm that the attorney representing you will not need your testimony.
3. For the hearing, please appear on time. Please dress and act accordingly.
4. Depending on the Court, your attorney will call you prior to the hearing and let you know if your appearance is necessary or if the case has been settled through negotiations.

## PROCEDURE AT HEARING

1. When the case is called by the Court, please come forward and stand/sit next to the attorney that represents you. Please speak only when spoken to by the Court.
2. The Judge will then introduce the case, and the attorney assisting you will address the Court. He will be making initial procedural and legal motions. If the Judge grants his motions, your case will be dismissed. If this happens, please wait until the end of statements, then wait for your attorney outside the courtroom (if you wish to speak further to him). If the motions are denied, we will then continue with further motions and paperwork or proceed to a hearing.
3. If we proceed to a hearing, please be prepared to testify. Be affirmative that you did not commit the infraction. Please follow my directions and answer my questions.
4. The Judge will render a decision after all testimony.
5. No matter what the Judge decides, there are still options regarding disposition that will affect whether this infraction will appear on your record. These options will be explained, if necessary.

## PROCEDURE FOLLOWING HEARING

1. At the end of the hearing, the attorney that handled your case will be more than willing to explain the Court's ruling and how it affects your driving record.
2. If necessary, your attorney will either call you or send you an email or a brief letter indicating the status of your case and any further obligations you may have.
3. Please feel free to give us any feedback you may have.