

Frequently Asked Questions

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General

- **Where are you located?**

Kitsap County District Court is located at [614 Division Street, Room 106, Port Orchard, WA 98366](#)

- **What are your hours of operation?**

District Court is open Monday through Friday, 8:00 a.m. to 12:15 p.m. and 1:15 p.m. to 4:30 p.m. We are closed from 12:15 p.m. to 1:15 p.m. for lunch.

- **Who do I make check payable to?**

KCDC.

- **What collection agency do you use?**

We use [Dynamic Collectors](#). Their phone number is 1-800-464-3457.

If you have not yet been sent to collections, extended pay plans may be made through *Court Payment Management Services (CPMS)* at 1-877-748-4936. Supply them with your case number and amount due to negotiate your monthly payment. They will contact the court.

- **How do I pay my fines over the phone or online?**

Credit card payments are accepted over the telephone via [nCourt](#) at 1-844-546-9370 (toll free), or on our [nCourt](#) website, or in our offices located at [614 Division Street, Room 106, Port Orchard, WA 98366](#).

- **When is my next court date?**

This information can be found on the [Washington Courts](#) website.

- **How do I obtain copies of my records?**

Come in personally or request copies by email at KCDC@co.kitsap.wa.us. There will be a charge for copies if mailed.

- **How do I quash a bench warrant?**

You must appear in person at the court to set a hearing to quash a bench warrant.

No Contact Orders

- **How do I get a No Contact Order?**

If you are seeking the court's assistance in obtaining an Order for Protection regarding domestic violence or unlawful harassment, you must first be screened by the Superior Court Clerk's office at [614 Division Street, Room 106, Port Orchard, WA 98366](#). They are open Monday through Friday, 8:00 a.m. to 12:15 p.m. and 1:15 p.m. to 4:30 p.m. They are closed from 12:15 p.m. to 1:15 for lunch.

- **There is a No Contact Order against my husband/boyfriend/wife/girlfriend, etc. How do I get that dropped?**

The first step in modifying or rescinding a [DV No Contact Order](#) is to have a one-time screening with *YWCA Alive*. Their contact number is 1-360-479-0491.

The first step in modifying or rescinding an Order for Protection from Unlawful Harassment is to come to the court to request a hearing prior to 11:00 a.m. Monday through Friday.

Marriages

- **How do I get married?**

First apply for a marriage license. Call 1-360-337-4935 or visit the Kitsap County Auditor at [619 Division Street](#) in Port Orchard for details. There will be a 3-day waiting period after you receive your license. If you wish the ceremony to be performed by one of our judges, call 1-360-337-7033 for pricing and appointments.

Infractions

- **How can I keep this ticket off my record?**

In the state of Washington, every driver (except those with Commercial Driver's Licenses – CDL) is entitled to Deferred Finding every seven years; one for a moving violation and one for a non-moving violation. You must pay an administrative fee of \$210 and cannot get any other tickets of any kind for one year from the date you enter the Deferred. If you are successful, your ticket is dismissed at the end of the year period, and the court does not report the violation to the Department of Licensing (DOL).

However, if you DO get another ticket during that year, your Deferred will be revoked, you will have to pay the \$210 **plus** the original fine, and the ticket does get reported to DOL.

- **How long do I have to take care of my ticket?**

You have fifteen calendar days to respond to the court, which includes weekends and holidays. Within those fifteen days, you may pay your fine, request a hearing (mitigation or contested), or request a sixty-day pay plan. If you mail in your response, the postmark **MUST** be within the fifteen day window. If you mail it on the fifteenth day after the last pick up at the post office, or if mailed on Sunday or a holiday and which falls on the fifteenth day, it will **NOT** be postmarked until the following day, and will be considered late. Respond as soon as you know how you want to respond – you do **NOT** have to wait until the final day.

- **I can't make my hearing date. What do I do?**

Your infraction hearing can be rescheduled once, but only if you contact the court at 1-360-337-7013 **PRIOR** to your hearing date. If you miss your hearing date, it cannot be rescheduled.

- **What if I can't pay my fine right away?**

Before the fifteen calendar days have expired, you can request a sixty-day pay plan by calling our office at 1-360-337-7109 or sending in a written request to the court. If you do not think you can pay it completely within sixty days, contact *Court Payment Management Services (CPMS)* at 1-877-748-4936.

- **I missed my fifteen-day window. What do I do now?**

Contact the court immediately to find out the status of your ticket. After the fifteenth day, we will not schedule a court date for you. However, if it has NOT been selected for collections yet, we may still be able to give you a sixty-day pay plan. If it HAS been selected for collections, an additional \$52 late fee may have been imposed, and DOL may have been notified (for traffic infractions). You have approximately thirty days before it goes to collections and potentially suspends your license. You can pay it in full at the court, or you can establish a pay plan with *Court Payment Management Services (CPMS)* at 1-877-748-4936.

If your ticket has already been sent to collections, you must make arrangements with [*Dynamic Collectors*](#). You will need to check with DOL to verify the date you were/will be suspended. Once the fine has been paid in full, you can request a Certificate of Adjudication to take to DOL immediately or wait for DOL to be notified electronically. You will most likely have to pay a reissue fee at DOL to restore your license once it's been suspended.

- **I have a contested hearing scheduled, will the officer be there?**

No. If you want to have the officer present, you must subpoena him/her. Subpoena forms are located at the court office. The subpoena request must be submitted at least 28 days prior to your hearing. Fill out the form and submit it to the court clerk. We will generate the subpoena, have the judge sign it, then mail it back you. YOU are responsible to serve the officer with the subpoena. Instructions for service will be included with your subpoena. A return of service must be submitted to the court prior to the hearing date.

- **I forgot to hang up my handicap placard and got a ticket. What do I do?**

There are three types of handicap citations that can be issued:

1) **Parking in the access aisle.** You are not permitted to park in the striped areas around a handicap parking space. That area is reserved to provide room to get a wheelchair or other mobility device in and out of the vehicle. No vehicle is permitted to park anywhere within the stripes. If you were cited for that, you must request a hearing, request a pay plan, or pay the fine.

2) **Unauthorized use of placard.** The only person permitted to use the placard are the person to whom the placard was issued or the driver of that person. The handicapped person MUST be present to legally use the parking space. You may NOT use the parking space if you are running an errand for that person. If you were cited for that, you must request a hearing, request a pay plan, or pay the fine.

3) **Parking in a handicap space without displaying placard.** If you simply forgot to display your placard, or if the placard fell out of view, etc., you may have the citation dismissed. Appear at [*614 Division Street, Room 202, Port Orchard, WA 98366*](#) and show the court the placard and a photo ID of the placard holder with your ticket (or ticket number), and we will dismiss the citation at no charge to you. This option does NOT apply if you were cited for 1) or 2) above.

Civil

- **When do you hold hearings for Civil matters?**

Temporary Protection Orders: 1:30 p.m., Monday – Friday, but you must first submit forms to room 106 before 11:00 a.m. on the day you want to go to court.

Protection Orders: Once a temporary order is granted, the Full Order Hearing will be 8 – 14 days later on a Monday or a Friday at 9:00 a.m.

Name Change: Mondays and Fridays only, check in between 8:00 a.m. and 8:20 a.m. at [614 Division Street, Room 106, Port Orchard, WA 98366](#) to have your paperwork prepared for court at 9:00 a.m. The fee is \$83.00, cash or check only, and you must bring a photo I.D.

Minor's Name Change: Both Biological parents need to sign or come to [614 Division Street, Room 106, Port Orchard, WA 98366](#). Call 360-337-7109 for more information.

Small Claims: Wednesdays at 8:30 a.m.

Preliminary Trials and Motions: Mondays and Fridays at 11:00 a.m.

Jury Trials and Bench Trials: Six weeks a year, usually one week in January, April, July and October. Please call 360-337-7014 for available dates.

Ex Parte matters: Monday – Friday, check in between 8:00 a.m. and 8:20 a.m. in room 106 for court at 9:00 a.m.

- **Can I bring evidence or exhibits for my case?**

You may bring printed materials, photos, etc.; please bring them in triplicate so that you have one copy for yourself, one for the court, and one for the opposing party in the exact same order.

- **Where can I find forms?**

Forms and instructions for Small Claims are available [here](#).

Forms and instructions for name changes are available at the court.

Instructions for Appeals and Civil matters are also available at that site; however, there may be other information necessary, depending on the circumstances, for which there are no forms on the website.

For Protection Orders you must be screened at the Superior Court office in Rm. 202 before completing any forms.

- **Why is there a judgment on my credit report, and how do I get it off?**

Credit reporting agencies (Experian, TransUnion, etc.) regularly go into the courts to gather information from files. If they see a judgment that has not been satisfied (paid), they collect that information and it will appear on the credit report of the defendant.

If you believe you have satisfied (paid) a judgment, you may contact the court to ask if a Satisfaction of Judgment has been filed by the plaintiff. If it has, you may obtain a copy from the court and provide it to the credit reporting agency; if it has not, you will need to contact the plaintiff. If you believe the judgment is listed against you in error, you may challenge or contest that item on your credit report by contacting the credit reporting agency directly.

- **How do I pay my Small Claims or Civil Judgment?**

Contact the plaintiff directly. Contact information is usually included in the original claim or summons and complaint.

- **What do I do if I am being garnished?**

Contact the plaintiff (the party that has a judgment against you).

Probation Services

- **Where are Probation Services located?**

Probation Services is located at the Kitsap County District Court at [614 Division Street, Room 106, Port Orchard, WA 98366](#).

- **What are the hours of operation for the Probation Services Department?**

Probation Services is open Monday through Friday, 8:00 a.m. to 12:15 p.m. and 1:15 p.m. to 4:30 p.m. We are closed from 12:15 p.m. to 1:15 p.m. for lunch.

- **What is the difference between District Court Probation Services and Municipal Court Probation?**

District Court Probation Services covers Kitsap County District Court cases only. It is not unusual for defendants to be in probation with multiple courts.

For Department of Corrections Probation, visit their website at: www.doc.wa.gov

- **Who is my Probation Officer?**

District Court Probation Services does not have Probation Officers, but rather utilizes Probation Monitors to ensure compliance with court orders. Probation Monitors are not assigned to specific cases. Anyone in that department can assist you.

- **When is my probation over?**

Probation periods vary per each case, not to exceed 5 years.

- **Where do I pay my fines, court costs and restitution?**

Financial Obligations, questions and issues can be addressed by appearing at the court and paying the cashier at the court office.

- **How do I get an attorney to represent me if I can't afford one?**

For criminal matters only. You must appear in Court and request a public defender be appointed to you. Application must be made in person at the court by the individual requesting services.

- **Where is the Public Defender's Office located?**

The Office of Public Defense is located at 614 Division Street, Room 103, Port Orchard, WA. Their phone numbers are 360-337-7015 or 360-307-4350.

- **How do I contact the Prosecutor's Office?**

The Prosecutor's Office is located at 614 Division Street, 2nd Floor, Port Orchard, WA. Their phone number is 360-337-7174.

- **Where do I go to get a referral for an alcohol/drug (A/D) treatment agency that is court ordered?**

Probation Services does not refer defendants to specific alcohol/drug treatment agencies. Here is a link to available [State certified agencies](#).

- **Where do I go to get a referral for Domestic Violence (DV), DV Parenting, or Anger Management classes?**

Probation Services does not refer defendants to specific Domestic Violence treatment agencies. Here is a link to available [State certified treatment programs](#).

- **When do I have to report to Probation after being sentenced?**

The defendant must report to Probation Services in Room 106 immediately after court. If you are or have been incarcerated, report to Probation Services the next working day after being released from jail. Have your paperwork processed by front counter staff first, then proceed to Probation Services counter.

- **Did you receive my paperwork?**

Do not call the court for confirmation. The most reliable way to ensure that the court receives your proof of compliance is to personally deliver the required paperwork to the court or email it to the court at pservices@co.kitsap.wa.us.

- **How do I know if my hearing has been cancelled or if I need to appear?**

This information can be found on the [Washington Courts](#) website. If you are still unsure, appear for your hearing.

- **Has my license been suspended and/or is an Ignition Interlock Device required on my vehicle?**

For this and any other questions regarding your license, please contact the Department of Licensing. Their website is www.dol.wa.gov. Their phone number is 1-360-902-3900.

- **How to I report a violation?**

Please contact the Prosecutor's Office at 1-360-337-7174.

Law Enforcement

[Criminal and Infraction Citations – Fish & Game](#)

[Criminal and Infraction Citations – Sheriff](#)

[Criminal and Infraction Citations – WSP](#)

- **The Court is closed on which holidays?**

New Year's Day January 1*

Martin Luther King Day Third Monday in January

President's Day Third Monday in February

Memorial Day Last Monday in May

Independence Day July 4*

Labor Day First Monday in September

Veterans Day November 11*

Thanksgiving Day Fourth Thursday in November

Day after Thanksgiving Fourth Friday in November

Christmas Day December 25*

* If a holiday falls on Saturday, court is closed the previous Friday.

If a holiday falls on Sunday, court is closed the following Monday.