Bench Warrant Quash Procedures

Outstanding Bench Warrants Under \$4,999 except DUI and Assault DV cases.

- (1) All defendants with an outstanding bench warrant for **less than \$4,999** may submit a written request to quash the bench warrant. The request may be submitted by fax at 206-870-4397, email at court@desmoineswa.gov, or by first class mail to DMMC Warrant Quash, 21630 11th Ave. South, Ste. C, Des Moines, WA 98198.
- (2) The written request must include the case number(s), defendant's full name, date of birth, if possible Photo id, a current mailing address, phone and email address.
- (3)Upon receipt, the Court will quash the warrant and set a new court date.

 ANY DUI or DV cases fall under BW procedures for over \$5,000

Outstanding Bench Warrants over \$5,000 and all DUI and Assault DV cases

- (1) All defendants with an outstanding bench warrant for \$5,000 or more may submit a written request to be placed on the bench warrant quash calendar. The request may be submitted by fax at 206-870-4397, email at court@desmoineswa.gov, or by first class mail to DMMC Warrant Quash, 21630 11th Ave. South, Ste. C, Des Moines, WA 98198.
- (2)The written request must include the case number(s), defendant's full name, date of birth, Photo id, a current mailing address, phone and email address
- (3)Upon receipt, the Court will set the case on the next available bench warrant quash calendar; however, the bench warrant will remain outstanding until the bench warrant quash hearing.

Bench warrant quash calendars will be held every other Friday morning at 10:30 am and will be conducted by phone or video using the Zoom application.

DES MOINES MUNICIPAL COURT NORMANDY PARK MUNICIPAL COURT

DEFENDANT INFORMATION FORM FOR BENCH WARRANT

| Today's date: | Citation Number: |
|---|---|
| Name: | Date of Birth: |
| Current Address: | |
| City/State/Zip: | |
| Home telephone number: | |
| I FAILED TO APPEAR FOR MY COU | JRT DATE BECAUSE: |
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| I certify and declare under penalty of pe that the foregoing is true and correct. | rjury under the laws of the State of Washington |
| Defendant's Signature | |