

## HOW TO ASK THE COURT TO REMOVE YOUR CASE FROM COLLECTION

Within this packet you will find the basic forms needed to ask the Court to remove your case from Collections. The Court will allow removal from collection. If your case is sent to collections a second time, good cause will need to be demonstrated for removal.

1. Get the proper forms: Pick up the forms at the Clerk's Office or print from Court's website: [www.whatcomcounty.us/782](http://www.whatcomcounty.us/782). The packet is titled "Removing a Case From Collection"
2. Get the case number or numbers: This is very important information. If you don't have the number or numbers, you can look them up in on the Court's computer system, in our Clerk's Computer Room. Be sure to include all case numbers, because any reduction or change to LFOs will apply only to the cases listed on your Motion.
3. Complete the forms: This provides the Court with your reason for asking to have the case removed.
4. Turn in the forms: Either mail the forms or stop by the Superior Court Clerk's Office. You'll be given a hearing date when you turn them in. Hearings occur most Tuesday mornings at 8:30.

*You can complete Steps 1-4 in one visit to the Clerk's Office, or you can choose to take the forms home and turn in the completed forms another day.*

5. BE ON TIME for your hearing. You'll need the time before your case is called to talk with Shea, and review the court record of LFOs assessed and payments made, before you talk to the judge.

If you need assistance you can schedule an appointment to speak with Shea Tuesday through Thursday between 1:00 and 3:00.

**SUPERIOR COURT OF THE STATE OF WASHINGTON FOR WHATCOM COUNTY**

<p><b>STATE OF WASHINGTON</b></p> <p style="text-align: right;">Plaintiff</p> <p>vs.</p> <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: right;">Defendant</p>	<p><b>NO.</b> _____</p> <p><b>NOTE FOR MOTION DOCKET (NTMTDK)</b> [ X ] Tuesday Criminal Calendar</p> <p style="text-align: center;"><i>(Use separate sheet for each motion)</i></p>
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**NOTE FOR MOTION DOCKET**

Please take note that the issue in this case will be heard on the date set out in the margin and the clerk is requested to note the same on the motion docket for that day.

Hearing Date: TUESDAY - / 8:30am

Nature: MOTION TO REMOVE CASE FROM COLLECTION AGENCY

DATE SUBMITTED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Defendant

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

\_\_\_\_\_  
Telephone

**CERTIFICATE OF DELIVERY:**

I certify under penalty of perjury under the laws of the State of Washington that I put a copy of the Defendant's Motion in the internal pick box for the Prosecutor box on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**COPY SENT TO**

Whatcom County Prosecutor  
311 Grand Ave, Suite 201  
Bellingham, Washington 98225

\_\_\_\_\_  
By: Signature

**SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR WHATCOM COUNTY**

<p>STATE OF WASHINGTON</p> <p style="text-align: right;">Plaintiff,</p> <p>and</p> <p>_____</p> <p style="text-align: right;">Defendant.</p>	<p>NO.</p> <p>MOTION AND DECLARATION TO REMOVE CASE FROM COLLECTION WITH ALLIANCEONE</p>
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**MOTION**

Based on the declaration below, I move the Court for an order to remove this case from collection with AllianceOne.

**DECLARATION**

My name is \_\_\_\_\_. I am the defendant in this action. I submit this Declaration in support of my motion for removing my case from collection with AllianceOne.

I declare as follows:

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I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at \_\_\_\_\_ [Date], [City] \_\_\_\_\_ [State] on \_\_\_\_\_

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Address

\_\_\_\_\_