**Federal Way Municipal Court Procedures for Defense Attorneys on Infraction Cases.**

1. Please file your Notice of Appearance at Infractions.Court@cityoffederalway.com

2. Your cases will be scheduled for a Zoom/In person hearing on the Attorney Infraction Calendar, scheduled on the second Friday of every month.

3. The City Attorney will send you a proposed offer for resolution. All negotiation to be completed with the City Attorney.

4. If there is an agreement, please sign the written agreement provided by the prosecutor and return it ONLY to Infractions.Law@cityoffederalway.com. The court will not accept stipulations.

5. The prosecutor will file the stipulation with the court. Please DO NOT email, fax, or mail this stipulation to the court.

9. The case will remain on attorney infraction calendar.

10. Attorneys need not appear unless there is a dispute or the case has not yet resolved.

14. The Clerk will begin the calendar at 8:30 am and place attorneys into breakout rooms if negotiation is still necessary on the day of the hearing.

15. The Court will acknowledge and accept the stipulations on the record.

16. Any contested hearings will be heard at the end of the calendar.

17. The clerk will mail or email signed stipulations to counsel and defendant.