



Karen Brisbin
Justice Of The Peace
CLACKAMAS COUNTY JUSTICE COURT

11750 SE 82ND AVE SUITE D | HAPPY VALLEY, OR 97086

EMAIL: JUSTICECOURTINFO@CLACKAMAS.US

PHONE: 503-794-3800

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NOT GUILTY PLEA AND REQUEST FOR TRIAL

INSTRUCTIONS: SUBMIT A WRITTEN REQUEST FOR A TRIAL before the day and time the citation requires you to appear in court. If you respond by mail, the mail must arrive at the court before the time you are required to appear. If you respond by emailing the form to the court at justicecourtinfo@clackamas.us, the email must arrive at the court before the time you are required to appear.

Fill out all lines on the form or the court will not be able to process your request for a trial. Contact the court if you need assistance.

- I enter a plea of NOT GUILTY and request a trial.
- I enter a plea of NOT GUILTY and I am requesting a trial by declaration.
- I am requesting an interpreter. Language requested: _____

Citation Number: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Signature: _____

Printed name: _____

Today's Date: _____

Discovery needs to be requested from the **CITING AGENCY** (not the court). Please be aware that the request may take several weeks to process. Trials will not be reset if discovery was not ordered timely.

IMPORTANT: You have a right to a trial. The court will give you notice of the time and place when you **MUST** appear in person and may impose penalties if you do not appear. The court may require you to deposit money to assure your appearance if you failed to appear on any offense charges in the past. If the court finds at trial that you are guilty, the court cannot impose a fine that is less than the minimum fine amount. The court will not impose a fine if it finds you not guilty.