



BREMERTON
MUNICIPAL COURT

Tel 360-473-5260
Fax 360-473-5262
550 Park Ave
Bremerton, WA 98337-1873

Procedure for filing an Administrative Appeal with the Municipal Court Hearing Examiner

1. You must submit an appeal within the timeline listed in the Bremerton Municipal Court Hearing Examiner Rules for Administrative Appeals section 1.02 (see attached) from notification of the contested administrative decision. Date of mailing shall be considered date of notification.
2. You must pay a \$73.00 filing fee that will be refunded if you prevail.
3. You need to submit a copy of the written administrative decision you are contesting with the appeal form and fee. Be sure you have exhausted all avenues of remedy with the concerned city department.
4. You need to file your appeal with the Municipal Court Clerks office at 550 Park Ave, Bremerton, WA 98337-1873. Appeal forms must be complete.
5. Your appeal must fall into one of the municipal code sections listed on the appeal form or this appeal process is not valid for hearing your complaint. Check with the City Clerk's office for guidance if you cannot find the section that applies to your circumstance.
6. Your hearing will be scheduled within sixty (60) days with the Hearing Examiner.
7. Review the attached Rules for Administrative Appeals.
8. If you have questions please contact the Court Clerks Office at (360) 473-5250.