Office of the
DISTRICT ATTORNEY

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NOTICE TO RECIPIENTS OF VEHICLE AND TRAFFIC LAW CITATIONS

When you have been issued a citation for a violation of the Vehicle and Traffic Law, a date will be given to you by the officer directing your appearance in a certain court at a certain date and time. At this initial appearance the Judge has no choice but to accept a plea of guilty as charged or to schedule your case for a trial, unless you desire otherwise.

If you are not prepared to enter a plea of guilty at the time you first appear in court and you are not certain that you wish to have a trial, you, or your attorney, may ask the Judge for an adjournment so that you or your attorney may contact the District Attorney's Office **in writing** to address your ticket(s). All you need do is ask the Judge for an adjournment for this purpose.

In addition, a brief explanation of the circumstances of your ticket should be sent to the District Attorney's Office via the Court. **Traffic tickets are not handled by phone.**

YOU ARE ALSO REQUIRED TO SEND THE FOLLOWING INFORMATION:

1) Driving Abstract (can be obtained from the Dept. of Motor Vehicles)
2) Copy of accident report, if applicable (can be obtained from arresting agency)
3) Insurance company letter stating that all claims have been paid, if applicable (can be obtained by contacting your insurance agency)

FAILURE TO PROVIDE THE ABOVE WILL RESULT IN YOUR PAPERWORK BEING RETURNED AND A DELAY IN RESPONSE.

If any consideration can be extended to you on your ticket(s) you will receive a written response from this office. Upon receipt of this correspondence, and if the proposed resolution is acceptable, you may use this correspondence to enter your plea by mailing this to the court.

If your case has not been disposed of by the time you are scheduled to return to court, you must either enter a plea of guilty to the ticket(s) issued or request a trial date.

Due to the number of matters appearing before the court on District Attorney Nights, Vehicle and Traffic offenses are preferred to be handled in this manner. Please follow this procedure.

Thank you for your anticipated cooperation in this matter.