

# **TRAFFIC REDUCTION**

## **Vehicle and Traffic Charge Request for Reduction**

The Vehicle and Traffic Charge Request for Reduction form is available as a writable “pdf” document.

In order to view it or fill it out, you will need Acrobat Reader, available free from the Adobe website.

However, you **MUST** mail in the form with your original signature and you cannot submit this form electronically.

Click here to download a copy of Acrobat Reader

It is your responsibility to contact the Court to request an adjournment of your court date while you are seeking a reduction of your ticket.

You must follow these steps to properly seek a reduction:

- Print out the Vehicle and Traffic Charge Request for Reduction form
- Sign the form
- Include a clear copy of your traffic ticket(s)
- Include your driver’s abstract or if a Commercial Vehicle traffic violation, your Driver /Vehicle Examination Report
- Include a self-addressed **stamped** envelope
- Then mail the completed packet to:

Essex County District Attorney’s Office  
Traffic Bureau  
P.O. Box 217  
Elizabethtown, NY 12932

- Please do not send any other original documents except for the printed Request for Reduction Form