

VEHICLE AND TRAFFIC CHARGE- REQUEST FOR REDUCTION

INSTRUCTIONS

ALL APPLICATIONS MUST BE HANDLED THROUGH THE MAIL

It is your responsibility to contact the court to let them know that you are applying for a reduction and request a 30 day adjournment of your court date- this Office **cannot** grant adjournments. You may be required to send in a “not guilty” plea while your plea reduction request is being considered. It is your responsibility to ask the Court if you need to enter this “not guilty” plea while you wait for a response from our Office.

Your application will only be processed if the following documents are provided. If you fail to follow these directions, your application for a reduction **will not** be considered and you will **not** receive a response. It is your responsibility to follow up with the Court if you do not receive any documentation from this Office within the 30 day period. If you fail to provide this Office with a self-addressed stamped envelope, any response from this office will be sent directly to the Court and you will have to contact the Court for the People’s decision.

YOU MUST SUBMIT THE FOLLOWING FOR YOUR APPLICATION TO BE PROCESSED:

1. **APPLICATION IS COMPLETED AND SIGNED**
2. **CLEAR COPY OF YOUR TRAFFIC TICKET-** If you already sent a copy to the Court, you must contact the Court to request a copy. Do not send original tickets to this Office as we are not responsible for originals.
3. **ANY OF THE FOLLOWING APPLICABLE DRIVING HISTORIES:**
 - New York State Department of Motor Vehicles Abstract of Driving Record- you may obtain an abstract directly from your local DMV
 - Out of State Applicants- a copy of your state driving record
 - Québec Applicants – a copy of your dossier de Conduite á la Société de l’Assurance Automobile du Québec (SAAQ)
 - Commercial Vehicle drivers- copy of your Driver/Vehicle Examination Report
4. **CLEAR COPY OF YOUR STATE/PROVINCIAL DRIVER’S LICENSE**
5. **SELF-ADDRESSED STAMPED ENVELOPE-** If you do not include this stamped envelope, you will not be mailed a copy of the plea reduction.
6. **INSURANCE COVERAGE LETTER – only if an accident is involved.**

Mail applications to: ESSEX COUNTY DISTRICT ATTORNEY’S OFFICE
TRAFFIC BUREAU
P.O. BOX 217
Elizabethtown, NY 12932