

ONONDAGA COUNTY DISTRICT ATTORNEY
TRAFFIC MAIL INSTRUCTIONS

You have chosen to write to the Onondaga County District Attorney's Office for a possible reduction of your traffic charge(s). Please mail the following materials to the address listed below:

1. A letter of explanation as to why a reduction is appropriate;
2. If the ticket involved a motor vehicle accident, a letter from your insurance company stating all property/personal injury damages have been paid in full;
3. If not licensed in the State of New York, an abstract or history of your driving record from the Department of Motor Vehicles in your state.

These items should be mailed to:

ASSISTANT DISTRICT ATTORNEY
c/o Town of Geddes Court
1000 Woods Road
Solvay, New York 13209

Please allow 4-6 weeks for review and response. Once you receive the District Attorney's proposal, if you accept it, please complete the back side of the response letter and return it to the Court. **DO NOT** return it to the District Attorney's Office. If you reject the proposal, please so advise the Court and they will inform you of your trial date.

Please note that failure to follow these instructions exactly will result in no response from the Assistant District Attorney. The process will have to be started all over again and your case will be delayed, possibly resulting in a suspended license.

All questions about fines, penalties and adjournments must be addressed to the Court at (315) 468-3613.

Thank you for your cooperation. Please drive safely.