



DISTRICT ATTORNEY
WILLIAM J. FITZPATRICK
County of Onondaga
505 South State Street 4th floor
Syracuse, New York 13202
315-435-2470

INSTRUCTIONS FOR VEHICLE & TRAFFIC REQUEST FOR REDUCTION

ALL REQUESTS MUST BE HANDLED THROUGH THE WEBSITE

You must submit your ticket electronically to the Onondaga County District Attorney's Office to request a possible reduction of the traffic charge(s). Please visit our website at <https://da.ongov.net/traffic-ticket-form/>.

You will need to upload a copy of your ticket (pdf, jpg or jpeg) and a copy of your Driver's Abstract (pdf, jpg or jpeg). To order your New York State Driver's Abstract go to <https://dmv.ny.gov/dmv-records/get-my-own-driving-record-abstract>.

If the ticket involved a motor vehicle accident you will be required to upload a letter from your insurance company stating all property/personal injury damages have been paid in full.

Your request will be reviewed and a disposition letter will be emailed to you. If you agree to the proposal, sign the letter where indicated and return it to the Court with your ticket. **DO NOT** return the proposal to the District Attorney's Office.

If you reject the proposal, please advise the Court of this and they will inform you of your trial date.

All questions about fines, penalties and adjournments must be addressed to the Court.

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

PLEASE KEEP A COPY OF ALL INFORMATION FOR YOUR RECORDS

**THIS FORM IS FOR
INFORMATIONAL PURPOSES ONLY**

STATE OF NEW YORK UNIFIED COURT SYSTEM

VILLAGE OF FAYETTEVILLE COURT

425 East Genesee St

Fayetteville, NY, 13066

P: 315-637-8070

F: 315-637-0107

To: Individuals Charged with Traffic Infractions Pending in the Village of Fayetteville Court;

This court has received an accusatory instrument alleging that you have committed an offense. You are presumed innocent until proven guilty and you have the right to retain an attorney to represent you now, or at any stage in these proceedings.

You have various procedural options in the course of bringing this matter to a just disposition. You may choose to proceed in any of the following manners, or any other legally authorized manner. You may want to consult an attorney for guidance or representation before determining which course of action you will pursue. The court may not provide you with a recommendation as to how you should proceed, or as to which of these or any other options you should choose.

YOU MAY:

Plead Not Guilty

By pleading "Not Guilty" you exercise your right:

To Communicate with the Appropriate Prosecutorial Office Concerning an Alternative Disposition.

You may contact the Prosecutor who is responsible for proving the charge or charges against you and negotiate an agreement to plead guilty to a legally authorized alternate offense, including a lesser included offense, or a less severe offense or offenses. Any proposed agreement is subject to approval by the court. Upon a plea of guilty to the agreed-upon offense, you will be subject to sentencing, by the judge presiding, to any sentence legally authorized to be imposed for the offense to which you plead guilty. The prosecutorial office responsible to prove the charge or charges against you alleged in the accusatory instrument is the Onondaga County District Attorney's Office. 1

1. Website da.ongov.net

2. Address and phone number

Onondaga County District Attorney Traffic Violations
Criminal Courthouse, 4th Floor

505 South State Street

Syracuse, NY 13202

[P] (315) 435-2470

If an alternative disposition cannot be reached you can also:

3. Exercise your right to a public trial at which the People of the State of New York, represented by the prosecution, must prove, beyond a reasonable doubt, that you have committed the offense alleged in the accusatory instrument. At the trial you will have the right to hear, see and challenge the evidence submitted to prove your guilt, including, confronting, by cross-examination, the Police Officer, Peace Officer or other witness or witnesses who testify against you. You have the right to have witnesses testify on your behalf and you may, but you are not required to, testify on your own behalf. The court will determine, after hearing all the evidence submitted at the trial, whether the People have proven guilt beyond a reasonable doubt, will render an appropriate verdict.

Plead Guilty as Charged

By pleading "Guilty" you waive your right to a trial at which the People of the State of New York, represented by the prosecution, must prove beyond a reasonable doubt that you committed the offense alleged in the accusatory instrument. A Plea of Guilty will subject you to sentencing, by the judge presiding, to any legally authorized sentence. You may withdraw, with the court's permission, your plea of guilty at any time prior to sentencing and exercise your right to a trial.

Thank you,

Village of Fayetteville Court

425 E. Genesee St

Fayetteville, NY, 13066

PHONE: 315-637-8070

Fax: 315-637-0107