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**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF TIOGA**

-INSTRUCTIONS-

For Vehicle & Traffic Infractions ONLY

Step I. Plead Not Guilty to the Court. The Court will then schedule a trial or conference on your infraction(s) approximately 60 days out.

Step II. MAIL (no telephone calls, walk-ins or emails) the following to the District Attorney's Office within 20 days of pleading Not Guilty:

1. **TRAFFIC REDUCTION APPLICATION** with SECTION I ONLY filled out and signed.
2. **CLEAR COPY OF ALL YOUR TRAFFIC TICKET(S)**- No Originals.
3. **CLEAR COPY OF YOUR DRIVER'S LICENSE.**
4. **CERTIFIED Driving History** from the Department of Motor Vehicles (if a NY resident, obtain at www.dmv.ny.gov. If not a NY resident, a certified history from your home state.)
5. **A SELF ADDRESSED, STAMPED (enough postage) BUSINESS-SIZED ENVELOPE.**
6. **INSURANCE COVERAGE LETTER from your insurance company** providing proof that all property damages/personal injuries have been paid. Provide this **ONLY** if you were involved in an accident.

The address to send these items to is:

Office of the District Attorney
20 Court Street
P.O. Box 300
Owego, NY 13827

Step III. Once the District Attorney's Office receives your package we will review your situation, make a recommended plea offer in Section II of your APPLICATION and then mail your APPLICATION back to you. Our recommended plea offer is only good for 30 days from the date we sign it.

Step IV. You decide whether to accept our recommended plea offer by clearly marking the appropriate box and signing Section III of the APPLICATION, and then mailing the APPLICATION (all sections) to the Court. It must be received by the Court within 30 days of our recommended plea offer. APPLICATIONS and recommended plea offers are subject to the Court's approval.

Step V. The Court will notify you of their decision. If you accepted our recommended plea offer and the Court approves it, the Court will advise you of the fine. Sometimes we make recommendations on fines, but under State Law fines are set by the judge. If you chose to reject the recommended plea offer, or the Court did not approve your APPLICATION, you must show up at Court for the next scheduled trial or conference date.

NOTE: If you fail to appear for any court date the Court may suspend your license.

NOTE: You are always entitled to a trial.

NOTE: You have the right to an Attorney. If you are represented by an Attorney, your Attorney must submit your Application on your behalf and it must also include a letter of representation.

NOTE: In coming up with our recommended plea offer we consider the usual arguments of fairness that are often raised by motorists, such as lack of notice of the speeding zone, going with the flow of traffic, speedometer not working correctly, etc.

NOTE: Telephone, walk-in or email inquiries, or incomplete Applications will not be answered or returned. All Applications received without enough postage to return the entire package will not be answered or returned. All Applications must be made according to the above Instructions.