



Gary M. Pasqua
District Attorney

St. Lawrence County Office of the District Attorney

48 Court Street, County Courthouse
Canton, New York 13617-1169

Telephone: 315-379-2225 ♦ Fax: 315-379-2301

REQUEST FOR REDUCTION INSTRUCTIONS BY MAIL

You have chosen to write to the St. Lawrence County District Attorney's Office for a possible reduction of your traffic charge(s). Faxed documents will not be accepted for review.

It is your responsibility to contact the Court (listed on your ticket) to let them know that you are applying for a reduction and request an adjournment of your court date. Properly submitted forms will receive a response within 4-6 weeks.

You **MUST** submit the following:

- 1) Print out the Application to Reduce Vehicle and Traffic Charges. Fill it in, sign and date.
- 2) Include a clear copy of each ticket (if not legible, may be obtained from the Court).
- 3) Current copy of your driving record (abstract) from local NYS Department of Motor Vehicle. May be obtained on line at: <http://dmv.ny.gov/transact.htm#records>. Out of state and Canadian drivers must provide their driving record from their home state or country.
- 4) If there was an accident, you must provide a copy of the accident report (MV-104a) which can be obtained from the police agency. Also include a letter from your insurance company stating all property/personal injury damages have been paid in full.
- 5) A self-addressed, stamped, (1 First class stamp) #10 envelope, is necessary so we can mail the completed plea proposal to you.

Mail all of the above to:

St. Lawrence County District Attorney
48 Court Street
Canton, NY 13617

Incomplete forms, unsigned forms, or forms submitted without copies of the ticket(s) and driving record will not be processed. Failure to follow these instructions exactly will result in no response from this office. The process will have to be started all over and your case will be delayed, possibly resulting in a suspended license. **You should keep a copy of your request and all attachments for your records.**

All questions about fines, penalties and adjournments must be addressed to the Court. Upon receiving the proposal, if you accept it, complete the backside and return to the Court. **DO NOT** return to the District Attorney's office. If you reject the proposal, advise the Court and they will inform you of your trial date. Thank you for your cooperation. Please drive safely.

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Application to Reduce Vehicle and Traffic Charges

Name: _____ Date of Birth: _____ Age: _____

Telephone Number: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Charges: _____

Arresting Agency: _____ Arresting Officer: _____

Were you also charged with a Penal Law Offense or a DWI or DWAI? Yes No

Was there an accident? Yes No If yes, number of vehicles involved: _____

If there was an accident, you **MUST** provide the accident report (MV-104a) before a reduction is provided.

Was there a fatality? Yes No If yes, number of deceased persons: _____

Name(s) of deceased person(s): _____

Was there an injury? Yes No If yes, number of injured persons: _____

Name(s) of injured person(s): _____

Property other than your own vehicle that was damaged: _____

Name(s) of owner(s) of damaged property: _____

Do you have a lawyer? Yes No

If yes, provide the lawyer's name and address: _____

Have you previously applied to this office for a reduction on a different matter? Yes No

If yes, state when and for what: _____

I understand that in making this request, I waive all rights to a speedy trial.

A reduction should be granted for the following reasons: _____

NOTICE PURSUANT TO PENAL LAW § 210.45

IN A WRITTEN INSTRUMENT, ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT THAT SUCH PERSON DOES NOT BELIEVE TO BE TRUE HAS COMMITTED A CRIME UNDER THE LAWS OF THE STATE OF NEW YORK PUNISHABLE AS A CLASS "A" MISDEMEANOR.

AFFIRMED UNDER PENALTY OF PERJURY

This _____ Day Of _____, 20_____

Applicant's Signature

COURT PHONE NUMBERS

COURT	ADDRESS	PHONE #
BRASHER TOWN COURT	PO Box 358 - Brasher Falls, NY 13613	315-389-4223
CANTON TOWN COURT	60 Main Street - Canton, NY 13617	315-379-9844
CANTON VILLAGE COURT	60 Main Street - Canton, NY 13617	315-379-9844
CLARE TOWN COURT	2396 County Route 27- Russell, NY 13684	315-379-0432
CLIFTON TOWN COURT	7171 State Highway 3 - Cranberry Lake, NY 12927	315-848-5522
COLTON TOWN COURT	PO Box 475 – South Colton, NY 13687	315-262-2380
DEKALB TOWN COURT	PO Box 133 – DeKalb Junction, NY 13633	315-347-2071
DEPEYSTER TOWN COURT	PO Box 41 – Depeyster, NY 13633	315-344-7259
EDWARDS TOWN COURT	PO Box 23 – Edwards, NY 13635	315-562-8113
FINE TOWN COURT	PO Box 455 – Star Lake, NY 13690	315-848-3121
FOWLER TOWN COURT	87 Little York Road – Gouverneur, NY 13642	315-287-9996
GOUVERNEUR TOWN COURT	33 Clinton Street – Gouverneur, NY 13642	315-287-4623
HAMMOND TOWN COURT	17 Main Street – Hammond, NY 13646	315-324-5433
HERMON TOWN COURT	PO Box 28 – Hermon, NY 13652	315-347-3606
HOPKINTON TOWN COURT	7 Church Street – Hopkinton, NY 12940	315-328-4211
LAWRENCE TOWN COURT	11403 US Highway 11 – North Lawrence, NY 12967	315-389-4487
LISBON TOWN COURT	6963 County Route 10, Lisbon, NY 13658	315-393-0489
LOUISVILLE TOWN COURT	14810 State Highway 37 – Massena, NY 13662	315-764-1424
MACOMB TOWN COURT	6663 State Highway 58 – Hammond, NY 13646	315-578-2212
MADRID TOWN COURT	3529 County Route 14 – Madrid, NY 13660	315-528-3399
MASSENA TOWN COURT	60 Main Street – Massena, NY 13662	315-769-5431
MASSENA VILLAGE COURT	60 Main Street – Massena, NY 13662	315-769-5431
MORRISTOWN TOWN COURT	604 Main Street – Morristown, NY 13664	315-375-4148
NORFOLK TOWN COURT	5 West Main Street – Norfolk, NY 13667	315-384-4721
OGDENSBURG CITY COURT	330 Ford Street – Ogdensburg, NY 13669	315-393-3941
OSWEGATCHIE TOWN COURT	51 State Street – Heuvelton, NY 13654	315-344-7284
PARISHVILLE TOWN COURT	1772 State Highway 72 – Parishville, NY 13672	315-268-1722
PIERCEFIELD TOWN COURT	PO Box 220 – Piercefield, NY 12973	518-359-7544
PIERREPONT TOWN COURT	864 State Highway 68 – Canton, NY 13617	315-379-0415
PITCAIRN TOWN COURT	10 Edwards Road – Harrisville, NY 13648	315-543-2111
POTSDAM TOWN COURT	35 Market Street – Potsdam, NY 13676	315-265-4318
POTSDAM VILLAGE COURT	1 Park Street – Civic Center – Potsdam, NY 13676	315-265-5890
ROSSIE TOWN COURT	908 County Route 3 – Redwood, NY 13679	315-324-5166
RUSSELL TOWN COURT	PO Box 628 – Russell, NY 13684	315-347-4824
STOCKHOLM TOWN COURT	PO Box 206 – Winthrop, NY 13697	315-389-5171
WADDINGTON TOWN COURT	46 Maple Street – Waddington, NY 13694	315-388-5629