DISTRICT ATTORNEY MATTHEW VAN HOUTEN
TOMPKINS COUNTY DISTRICT ATTORNEY'S OFFICE

REQUEST FOR REDUCTION INSTRUCTIONS

- If you have received a traffic ticket, and you wish to resolve the ticket by requesting a reduction, you must follow the instructions below and fill out the form on page 3. Due to the high volume of traffic matters, ADAs are not available to speak with you at the District Attorney's Office. Please do not go to the District Attorney's Office or drop off your paperwork. No one will be available to speak with you. We apologize for any inconvenience.

- Please do not contact the District Attorney's Office by phone. We cannot give legal advice and cannot discuss traffic ticket related issues by phone. You will be directed to this web page. If you have any further questions, you should contact a defense attorney.

- If you need to reschedule the date of appearance with the court, you must contact the court. Specific court information can be found on the Court Contact link on the District Attorney web site. Do not contact the DA's Office to reschedule your court appearance as we do not handle court scheduling.

- To resolve a traffic ticket you can either 1) plead guilty to the traffic ticket as charged, 2) plead not-guilty and request a trial or 3) request a reduction using the instructions below. If you wish to plead guilty as charged or not guilty and request a trial, you should follow the instructions on the ticket. To apply for a reduction, you should follow these instructions.

- Requests for reductions cannot be made by mail on the following charges. If you were charged with any of these charges, you must appear in court on the ticket. Do **not** use this form if you have been charged with any of the following:

    - **ALL MISDEMEANOR CHARGES**
    - **Failed to Stop for (Overtake) School Bus Violation (VTL 1174a)**
    - **Failed Due Care for Emergency Vehicles Violations (VTL 1144)**
    - **Failure to Exercise Due Care to Pedestrian or Bicyclist (VTL 1146) or other traffic ticket from an accident involving injury to a person.**

REDUCTION REQUESTS STEPS

- If you have been charged with an offense not listed on page 1, use the form located on the following page and do the following steps:

☐ **1) Fill out section one** by writing your name, ticket number, and local mailing address in the lines provided. The ticket number can be found in the upper left portion of the ticket.

☐ **2) Find the VTL section number on your tickets.** You can usually find this number on the ticket in the portion marked "Section / Subsection" and the section number will often be in the numbers 300s, 400s, 500s, 1100s, or 1200s. There should be a corresponding description of the offense.

Find the corresponding row and description of your charge on the table set forth on the form below. If you have received multiple tickets, check the row for two or more tickets. Place a check in the box that applies to the ticket(s) you received.

☐ **3) Accept or Reject the Reduction:** To accept the reduction and agree to pay a fine and/or surcharge, sign your name in section 3a. To reject the reduction and request a trial, sign your name in section 3b. Do not do both 3a) and 3b).

The fines listed in the table are the **range of fines** that may be assessed by the court. The Judge may assess a fine range between these amounts. If you wish to argue for a lower fine, you should include an explanation with your plea on a separate page. In addition to a fine, each ticket includes a $93 mandatory surcharge. The court will assess a fine and a surcharge and provide you with this information after you plead guilty.

☐ **4) Mail your application to the COURT**. Once you have completed the application on the following page, mail the application to the COURT listed on your ticket and not the District Attorney's Office. The address for the court can also be found on the District Attorney's web site under the link for Court Contact. You may also email the court to determine if they accept by email.

☐ **5) Pay the fine when received by court–** if the court accepts the DA's proposal set forth in the form, the court will advise you of the fine and how to pay such fine. To avoid a license suspension, you MUST pay the fine issued by the court. If you rejected the proposal and requested a trial, the court will notify you of the date and time of your trial.

Tompkins County
DISTRICT ATTORNEY

Matthew Van Houten
District Attorney

"Inclusion Through Diversity"

PLEA AGREEMENT – TRAFFIC INFRACTION

1) To accept a reduced charge to a traffic ticket, you must read the separate instruction sheet labeled "**Request for Reduction Instructions"** and fill out the following information:

Name:_____ **Ticket Number:**_____

Address:_____ **Phone:**_____

2) Place CHECK MARK next to the appropriate row for the VTL section of your ticket. (The section number can be found on the ticket under the box labelled "Section / Subsection".)

Check	Initial Charge	Reduced Charge:	Fine Range	SC	DMV Points
	VTL 1100 - 1179	VTL 1214 – Opened door unsafely	$0-$150	$93/$88	0
	VTL 1225 – Use of Mobile Device	VTL 1110(a) – Failure to obey traffic device	$0-$150	$93/$88	3
	VTL 1180 – Speed less than 20 mph over limit	VTL 1214 – Opened door unsafely	$0-$150	$93/$88	0
	VTL 1180 – Speed 20 mph or more over the limit	VTL 1110(a) – Failure to obey traffic device	$0-$150	$93/$88	3
	VTL 509 – 510	VTL 1214 – Opened door unsafely	$0-$150	$93/$88	0
	VTL 301-306, 375, 401, 319	DISMISSAL upon proof to the court of correction of violation.			
	Any other non-misdemeanor ticket:	VTL 1214 – Opened door unsafely	$0-$150	$93/$88	0
	Charged with two or more tickets:	VTL 1110(a) – Failure to obey traffic device, or reduced charges on all tickets as set forth above.	$0-$150	$93/$88	3

Note: Surcharge for Ithaca City Court is $88. Surcharge for all other courts (town and village) is $93. Points referenced are valid only for New York State DMV purposes.

The People consent to a plea to a charge with higher points and/or fines acceptable to the court.

3a) TO ACCEPT REDUCTION: (sign your name below, mail form TO THE COURT, NOT DA OFFICE)

I,_____(name), do accept the proposed reduction in the charges pending against me and further acknowledge that any plea is contingent upon the court's approval.

3b) REJECT AND REQUEST TRIAL: (sign your name below and mail form TO THE COURT)

I,_____(name), do not accept the proposed reduction and request that the court schedule this matter for trial.

Dated: *Offer Expires 6 Months From Date of Offense*

From:

Tompkins County District Attorney