



**DISTRICT ATTORNEY
WILLIAM J. FITZPATRICK**
County of Onondaga
Criminal Court House
505 S. State Street, 4th fl.
Syracuse, New York 13202
315-435-2470
Fax: 315-435-7740

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 legible copy of your traffic ticket. (Keep the Original for your files.);*
2. *A letter of explanation as to why a reduction is appropriate;*
3. *If ticket involved a motor vehicle accident, a letter from your insurance company stating all property/personal injury damages have been paid in full;*
4. *An abstract or history of your driving record from the Department of Motor Vehicles;*
5. *A self-addressed, stamped, legal size envelope.*

These items should be mailed to District Attorney's Office
c/o Municipal Courts Bureau-Traffic
Criminal Courthouse, 4th Floor
505 S. State St
Syracuse, New York 13202

Faxed documents will not be accepted for review.

Please allow 4-6 weeks for review and response. Once you receive the District Attorney's proposal, if you accept it, please complete the backside 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 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. Thank you for your cooperation. Please drive safely.

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