DISTRICT ATTORNEY
COUNTY OF HERKIMER

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District Attorney

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VEHICLE & TRAFFIC LAW OFFENSES – ***NOT ALCOHOL RELATED***

Time constraints do NOT allow the District Attorney's Office to discuss these matters on the telephone or via email. If you are seeking a reduction or plea offer to your ticket(s), you must mail or drop off, at the above address, ALL of the following items in one complete package. DO NOT CALL THE DISTRICT ATTORNEY'S OFFICE; a disposition will be sent to you by return mail. If your packet does not include all of the required documents, we will not process your request and you will need to appear in court as directed by the court. Retain all original documents and a complete copy of all documents submitted to our office.

1) A legible copy of the traffic ticket(s). If you do not have copies, you must contact the Court where your matter is pending and obtain a copy to forward to us.

2) An Abstract of Driving Record from the Motor Vehicle Department of the state where you are licensed, dated after the offense date. Do not send your driver's license.

3) A letter outlining any facts, comments or explanation you wish our office to consider in mitigation of your ticket. BE ADVISED: You have the following rights:
   - You have the right to be represented by an attorney.
   - You have the right to remain silent.
   - Anything you divulge to our office can and will be used against you should this matter proceed to trial.

   By contacting the District Attorney's Office you are voluntarily waiving these rights.

4) If any accident occurred, a copy of the accident report, together with a letter from your insurance company stating its intentions regarding any claims or potential claims.

5) A self-addressed, stamped envelope.

6) Please allow 2-3 weeks for review and response. Once you receive the District's Attorney's proposal, if you accept it, please sign and date the bottom of the Recommendation and Consent and return it to the Court. **DO NOT** return it to the District Attorney's Office. If you reject the proposal, please advise the Court and they will inform you of your trial date.

ANY QUESTIONS YOU HAVE REGARDING A COURT DATE, FINES TO BE PAID, OR POINTS TO BE ADDED TO YOUR LICENSE, MUST BE DIRECTED TO THE COURT, NOT THIS OFFICE. CONTACTING THE DISTRICT ATTORNEY'S OFFICE DOES NOT RELIEVE YOU OF YOUR OBLIGATION TO APPEAR IN COURT AS DIRECTED BY THE COURT.