TOWN OF EAST GREENBUSH
OFFICE OF TOWN ATTORNEY

INSTRUCTIONS FOR VEHICLE & TRAFFIC APPLICATION FOR REDUCTION OF CHARGES

<u>DEFENDANTS & DEFENSE ATTORNEYS</u> – This is the process for handling Vehicle & Traffic infractions through the US mail rather than appearing in Court. Please note that if you have been charged with a Vehicle & Traffic misdemeanor (511-1A or 512), you must appear in person for arraignment, at which time you will have an opportunity to conference the matter with a prosecutor. Under the NYS point system you may lose your driving privileges as a result of excessive points or 3 or more speeding convictions within 18 months.

This office will give your request prompt attention <u>ONLY</u> if the following instructions are fully complied with:

> You must send by mail the information listed below to:
> > Craig Crist, Esq.
> > Deputy Attorney for the Town
> > 225 Columbia Turnpike
> > Rensselaer, NY 12144

1. A copy of the ticket(s), or a copy of the notice you received from the Court.

2. A self-addressed stamped envelope.

3. Any evidence that you want considered which is relevant to your charge, i.e. proof of repairs, inspection, insurance, new registration or license, etc. If there was an accident involved, please provide a letter from your insurance company stating that there are no pending claims.

4. OPTIONAL - a letter of explanation or mitigating circumstances

IF YOU DO NOT INCLUDE ALL REQUESTED INFORMATION, THIS APPLICATION MAY NOT BE PROCESSED.

After receipt and review, the prosecuting attorney will mail you a proposed plea agreement along with additional instructions. There are NO negotiations by phone. If you wish to discuss your case with the prosecutor, you must schedule a conference and appear at Court. All proposed plea agreements are subject to approval by the assigned judge, who has sole authority with respect to approval of a proposed plea and to the amount(s) of any fines imposed. If you need an adjournment for an existing appearance date, please contact the Court Clerk at (518) 477-5412.