

TOWN OF COLONIE
TOWN ATTORNEY'S OFFICE
Vehicle and Traffic Prosecution Bureau

INSTRUCTIONS FOR VEHICLE & TRAFFIC APPLICATION FOR REDUCTION OF CHARGES

DEFENDANTS & DEFENSE ATTORNEYS - This is the process for handling Vehicle & Traffic infractions through the U.S. 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 V & T 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 ONLY if the following instructions are fully complied with:

You must send by mail the information listed below to:

Vehicle & Traffic Prosecutor
Public Safety Center
312 Wolf Road
Latham, New York 12110

1. A copy of the ticket(s), or a copy of the notice you received from the Court.
2. A copy of your New York State Abstract of Driving Record (which can be obtained through NYS Department of Motor Vehicles Office or at <http://dmv.ny.gov/mydmv>) For out-of-state licensed drivers – you must obtain and include a copy of your driving record from your state Department of Motor Vehicles.
3. A self-addressed stamped envelope.
4. Any evidence that you want considered which is relevant to your charge – i.e. proof of repairs, inspection, insurance, new registration or license, etc. Please note that if there was an accident involved you must submit proof that you had issues have been resolved(a letter from your insurance company or agent will usually suffice).
5. OPTIONAL – a letter of explanation or mitigating circumstances.

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

After receipt and review the prosecuting attorney will mail you a 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 plea agreements are subject to approval by the assigned judge, who has sole authority with respect to the amounts of any fines imposed. If you need an adjournment for an existing appearance date, please contact the Clerk of the Court at (518) 783-2714.