

**THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY**

**TO: Individuals Charged with Traffic Infractions Pending in the Manlius Town Court:**

This Court has received an accusatory instrument alleging that you have committed an offense. You are presumed innocent until proven guilty and you have the right to retain an attorney to represent you now, or at any stage in these proceedings.

You have various procedural options in bringing this matter to a disposition. You may choose to proceed in any of the following manners, or any other legally authorized manner. You may want to consult an attorney for guidance or representation before determining which course of action you will pursue. The Court may not provide you with a recommendation as to how you should proceed, or as to which of these or any other options you should choose.

**YOU MAY: PLEAD GUILTY AS CHARGED:**

By pleading "Guilty" you waive your right to a trial at which the People of the State of New York, represented by the prosecution (Onondaga County District Attorney's Office), must prove beyond a reasonable doubt that you committed the offense alleged in the accusatory instrument. A plea of guilty will subject you to sentencing, by the Judge presiding, to any legally authorized sentence. You may withdraw your plea of guilty, with the Court's permission, at any time prior to sentencing and exercise your right to a trial.

**OR: PLEAD NOT GUILTY: (Choose from the following three options)**

**Request a Trial.** By pleading "Not Guilty" you exercise your right to a public trial at which the People of the State of New York, represented by the prosecution (Onondaga County District Attorney's Office), must prove, beyond a reasonable doubt, that you have committed the offense alleged in the accusatory instrument. At the trial you will have the right to hear, see, and challenge the evidence submitted to prove your guilt, including confronting, by cross-examination, the Police Officer or other witnesses who testify against you. You have the right to have witnesses testify on your behalf and you may, but you are not required to, testify on your own behalf. The presiding Judge will determine, after hearing all the evidence submitted at the trial, whether the People have proven guilt beyond a reasonable doubt and will subsequently render an appropriate verdict.

**Retain an Attorney to Obtain an Appropriate Disposition.** If you have retained an attorney, please contact the Court to advise of his/her name and contact information. The attorney should submit a letter of representation to the Court.

**Communicate with the Appropriate Prosecutorial Office Concerning an Alternative Disposition.** You may contact the Prosecutor who is responsible for proving the charges against you and negotiate an agreement to plead guilty to a legally authorized alternate offense, including a lesser included offense, or a less severe offense. Any proposed agreement is subject to approval by the Court. Upon a plea of guilty to the agreed-upon offense, you will be subject to sentencing, by the Judge presiding, to a sentence legally authorized to be imposed for the offense to which you plead guilty. The prosecutorial office responsible to prove the charges against you alleged in the accusatory instrument is the Onondaga County District Attorney's Office. The website, email address, mailing address and telephone number for that office is:

To Submit Online: <https://da.ongov.net/traffic-ticket-form/>

OR to:

[MCBtraffic@ongov.net](mailto:MCBtraffic@ongov.net) (Please upload all your documentation)

OR

To Submit by US Mail:

Onondaga County District Attorney's Office  
c/o Municipal Courts Bureau – Traffic  
Criminal Courthouse, 4<sup>th</sup> Floor  
505 South State Street  
Syracuse, New York 13202

**CONTACT INFORMATION: District Attorney telephone number: (315) 435-2470  
District Attorney email address: [MCBtraffic@ongov.net](mailto:MCBtraffic@ongov.net)**

**PLEASE SEND YOUR CORRESPONDENCE IMMEDIATELY. IT MAY TAKE UP TO 8 WEEKS FOR A RESPONSE.**  
(If you have not received a response from the D.A. after 4 weeks, please contact their office at the phone number shown above to inquire as to the status of your correspondence)

**Please include ALL the following materials to the District Attorney:**

1. A legible copy of your traffic ticket (keep a copy for yourself);
2. A letter of explanation as to why a reduction of the charge(s) may be appropriate;
3. If ticket involved a motor vehicle accident, a letter from your insurance company on their letterhead stating all property/personal injury damages have been paid in full;
4. An abstract (history) of your driving record from the Department of Motor Vehicles;
5. A self-addressed, stamped, legal size envelope (if submitted by US Mail).